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NORTHEAST REGION HANDBOOK

1941 AGRICULTURAL CONSERVATION PROGRAM

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Payments will be made for participation in the 1941 Agricultural Conservation Program (hereinafter referred to as the 1941 program) in accordance with the provisions of this bulletin and such modifications thereof as may hereafter be made in the Northeast Region except in Coos and Belknap Counties, New Hampshire; York County, Maine; Windham and New London Counties, Connecticut; Suffolk and Nassau Counties, New York; and Gloucester County, New Jersey. Payments for participation in these counties will be made in accordance with the provisions of bulletin NER-500-A.

Section I. Allotments, Yields, Payments, and Deductions

County acreage allotments will be determined by the Agricultural Adjustment Administration, with the assistance of the State committee, in accordance with the provisions contained herein. Farm acreage allotments, usual acreages, and farm program yields shall be determined, by the county committee, with the assistance of other local committees in the county, in accordance with the provisions contained herein and contained in NER-517, NER-517-C, NER-517-P, NER-517-T, NER-517-V, NER-518, and NER-501.

A. CORN

1. National Goal. The 1941 national goal for corn is 88,000,000 to 90,000,000 acres.

2. State Acreage Allotments. The corn allotment established for the State of Pennsylvania, is 366,057 acres.

3. County Acreage Allotments. County acreage allotments of corn for counties in the commercial corn area shall be determined by distributing the corn acreage allotment established for the commercial corn area within the State among such counties in such State pro rata on the basis of the acreage seeded for the production of corn plus the acreage diverted from corn under the agricultural adjustment and conservation programs in such counties during the ten years 1930 to 1939, with adjustments for abnormal weather conditions and trends in acreage.

4. Farm Acreage Allotments. Acreage allotments of corn shall be determined for farms in the commercial area. The allotment for each farm shall be determined on the basis of tillable acreage and crop rotation practices, as reflected in the usual acreage of corn for the farm, with adjustments of not to exceed 50 percent for types of soil and topography.

The allotment for any farm shall compare with the allotments for other farms in the same community which are similar with respect to the foregoing factors. The corn acreage allotments determined for the farms in a county shall not exceed the county corn acreage allotment.

5. Program Yields. For each farm for which a corn acreage allotment is determined or a deduction is computed, a program yield of corn shall be determined as follows:

a. Where reliable records of the actual average yields per acre of corn for the ten years 1930 to 1939 are presented by the farmer or are available to the committee, the program yield for the farm shall be the average of such yields, adjusted for trends and abnormal weather conditions;

b. If for any year of such ten-year period reliable records of the actual average yield are not available or there was no actual yield because corn was not planted on the farm in such year, the program yield for the farm shall be the yield which, on the basis of all available facts, including the yield in years for which data are available, weather conditions, type of soil, drainage, production practices, and general fertility of the land, the county committee determines to be the yield which was or could reasonably have been expected on the farm for such ten-year period; and

c. The yields determined under subdivision b of this subparagraph 5 shall be adjusted so that the weighted average of the program yields for all farms in the county shall not exceed the county yield established by the Secretary.

6. Commercial corn area or commercial corn-producing area means Adams, Berks, Chester, Cumberland, Dauphin, Franklin, Fulton, Lancaster, Lebanon, Perry, and York Counties in Pennsylvania. This area includes counties which have produced an average of at least 450 bushels of corn per farm and 4 bushels of corn per acre of farm land during the past 10 years. It also includes bordering counties containing townships producing and likely to produce an average of 450 bushels of corn per farm and 4 bushels of corn per acre of farm land.

7. Non-corn-allotment farm means a farm in the commercial corn area (a) for which no corn acreage allotment is determined, or (b) on which the acreage planted to corn is in excess of 110 percent of the corn acreage allotment determined for the farm.

8. Acreage planted to corn means the acreage of land on which field corn is planted (except any acreage of sown corn used as a cover crop or green manure crop) and the acreage of sweet corn used for livestock feed: Provided, That an acreage not in excess of the larger of three acres or three percent of the allotment unintentionally planted in excess of the allotment, shall not be considered as planted to corn if disposed of in a manner and within the time specified by the Regional Director: Provided further, That all or any part of any corn acreage totally destroyed by flood, insects, or any other cause beyond the control of the operator, which is later replaced by other acreage planted to corn on the farm, may be considered as not having been planted.

9. Usual Acreage of Corn. Usual acreages of corn shall be determined for all farms in the commercial corn area on which the normal acreage planted to corn is more than 10 acres. The usual acreage of corn shall be determined on the basis of tillable acreage, crop rotation practices, and the past acreages of corn for the farm with adjustments of not to exceed 50 percent for types of soil and topography. The usual acreage for any farm shall compare with the usual acreages for other farms in the same community which are similar with respect to the foregoing factors. The sum of the usual corn acreages determined

for such farms in a county shall not exceed their proportionate part of the average acreage planted to corn and diverted from the production of corn in the county for the ten years, 1930-1939, adjusted for trends.

10. Payment: (Corn allotment farms) 9 cents per bushel of the program yield of corn for the farm for each acre in the corn acreage allotment, or if the acreage planted to corn is less than 80 percent of the farm's corn allotment for an acreage equal to 125 percent of the acreage planted to corn unless the county committee finds that the acreage planted to corn is less than 80 percent of such allotment because of flood or drought.

11. Deduction:

a. (Corn allotment farms) 50 cents per bushel of the program yield for the farm for each acre planted to corn in excess of the corn acreage allotment but not to exceed the maximum corn payment for the farm, except that 50 cents per bushel of the normal yield for the farm for each acre planted to corn in excess of the usual acreage of corn shall be deducted from any other payment computed for the farm.

b. (Non-corn-allotment farms in the commercial corn area) 50 cents per bushel of the program yield for the farm for each acre planted to corn in excess of 10 acres or the usual acreage of corn, whichever is larger.

B. POTATOES

1. National Goal. The 1941 national goal for potatoes is 3,100,000 to 3,300,000 acres.

2. National and State Acreage Allotments. The national and State potato acreage allotments will be established by the Secretary.

3. County Acreage Allotments. County acreage allotments of potatoes shall be determined by distributing the State acreage allotment of potatoes among the counties in the State on the basis of the acreage allotments determined under the 1940 program, or, on the basis of the average acreage devoted to potatoes in such counties during the five years 1935 to 1939, taking into consideration trends in acreage on commercial potato farms and the acreage of potatoes on non-commercial potato farms.

4. Farm Acreage Allotments. A potato acreage allotment shall be determined for each farm for which the normal acreage of potatoes is determined to be three acres or more. No potato acreage allotment shall be less than 3 acres unless it is reduced because there was planted on the farm less than 80 percent of the farm's potato allotment.

Potato acreage allotments shall be determined on the basis of the acreage of potatoes customarily grown on the farm, as reflected in the average acreage during two or more of the years 1936 to 1940, production facilities, good soil management, tillable acreage on the farm, type of soil, and topography. Potato acreage allotments may be determined for farms on which potatoes will be produce

in 1941 for the first time since 1936 on the basis of the potato-producing experience of the operator and such of the foregoing factors as are applicable. The potato acreage allotment for any farm shall compare with the potato acreage allotments for other farms in the same community which are similar with respect to such factors. The potato allotments determined for farms in a county shall not exceed their proportionate share of the county potato allotment.

5. Program Yields. For each farm for which a potato allotment is determined or a deduction is computed, a program yield of potatoes shall be determined on the basis of the yields of potatoes made on the farm, with due consideration for type of soil, production practices, and the general fertility of the land. The weighted average yield for all farms in any county shall not exceed the county yield established by the Secretary.

6. Acreage planted to potatoes means the acreage of land on which potatoes are planted, except (a) when grown in home gardens for use on the farm and (b) that all or any part of any potato acreages totally destroyed by flood, insects, or any other cause beyond the control of the operator, which is later replaced by other acreage planted to potatoes on the farm, may be considered as not having been planted.

7. Payment: 2.3 cents per bushel of the program yield of potatoes for the farm for each acre in its potato allotment, or if the acreage planted to potatoes is less than 80 percent of the farm's potato allotment, for an acreage equal to 125 percent of the acreage planted to potatoes unless the county committee finds that the acreage planted to potatoes is less than 80 percent of such allotment because of flood or drought.

8. Deduction: 30 cents per bushel of the program yield for the farm for each acre planted to potatoes in excess of the larger of its potato acreage allotment or three acres.

C. TOBACCO

1. National Goal. The 1941 national goal for cigar-filler tobacco, Type 41, is 30,000 to 31,000 acres; and for cigar-filler and binder tobacco other than Type 41, is 60,000 to 63,000 acres.

2. National and State Acreage Allotments. The national and State acreage allotments for each kind of tobacco will be established by the Secretary.

3. Farm Acreage Allotments. The State acreage allotment for each kind of tobacco shall be allotted among farms in the State on which such kind of tobacco was produced in one or more of the five years 1936 to 1940 on the basis of the acreage allotments determined for the farms in 1940, with such adjustments as will take into account changes since 1939 in the past acreage of tobacco (harvested and diverted); land, labor, and equipment available for the production of tobacco; crop rotation practices; the soil and other physical factors affecting the production of tobacco; and the adjustments for small farms.

The allotment for any farm on which tobacco is produced in 1941 for the

first time since 1935 shall be determined on the basis of the tobacco producing experience of the farm operator; land, labor, and equipment available for the production of tobacco; crop rotation practices; and the soil and other physical factors affecting the production of tobacco. If the acreage planted to tobacco in 1941 on any such farm is less than the 1941 tobacco acreage allotment, the allotment shall be reduced to the acreage planted to tobacco.

4. Program Yields. For each farm for which a tobacco acreage allotment is determined or a deduction is computed, a program yield for tobacco shall be determined as follows:

a. The program yield for any farm on which tobacco was produced in one or more of the five years 1936 to 1940 shall be determined on the basis of the normal yield determined for the farm in 1940, or on the basis of the yields of tobacco made on the farm in the five years 1935-1939, taking into consideration the soil and other physical factors affecting production of tobacco on the farm, and the yields obtained on other farms in the locality which are similar with respect to such factors.

b. The program yield for any farm on which tobacco is produced in 1941 for the first time since 1935 shall be that yield per acre which is fair and reasonable for the farm as compared with yields for other farms in the locality on which the soil and other physical factors affecting the production of tobacco are similar.

c. The weighted average of the program yields for all farms in eac county shall not exceed the yield established for the county by the Secretary.

5. Payment:

a. 0.5 cents per pound of the program yield for each acre in the farm's Type 41 tobacco allotment.

b. 0.8 cents per pound of the program yield for each acre in the farm's cigar filler and binder (except Type 41) tobacco allotment.

c. However, if the acreage of tobacco harvested is less than 80 percent of the farm's tobacco allotment, payment will be made on an acreage equal to 125 percent of the acreage of tobacco harvested unless the county committee finds the acreage of tobacco harvested is less than 80 percent of such allotment because of flood, drought, hail, or plant bed disease.

6. Deduction: 8 cents per pound of the program yield for the farm for each acre of tobacco harvested in excess of the applicable tobacco allotment.

D. COMMERCIAL VEGETABLES

1. Farm allotments. A commercial vegetable allotment shall be determined in commercial vegetable counties for each farm for which the normal acreage of commercial vegetables is determined to be 3 acres or more. No vegetable allotment shall be determined which is less than three acres.

The commercial vegetable allotment shall be determined on the basis of the acreage of vegetables grown on the farm in two or more of the years 1936 to 1940, inclusive, with adjustments for abnormal weather conditions, the tillable acreage on the farm, type of soil, production facilities, crop rotation practices, and changes in farming practices.

The sum of the commercial vegetable allotments determined for all farms in the county, including farms on which vegetables were not grown in the period 1936 to 1940, shall not exceed the sum of the average annual acreages of land planted to commercial vegetables in 1936 and 1937 on all farms in the county on which the average acreage of land planted to commercial vegetables in 1936 and 1937 was three acres or more, and on other farms on which vegetable allotments are determined in 1941, except that fair and reasonable adjustments in such acreage may be made by the State committee among commercial vegetable counties in the State on the basis of shifts in commercial vegetable production.

In counties for which the 1936-1937 average acreage is not available, the sum of the allotments shall not exceed an acreage approved by the Agricultural Adjustment Administration which is comparable with the allotments for similar counties for which such data are available.

2. The commercial vegetable counties include all counties in Connecticut; all counties in Massachusetts; all counties in New Jersey; all counties in Rhode Island; Hillsboro and Rockingham Counties, New Hampshire; Cumberland and York Counties in Maine; Albany, Broome, Cattaraugus, Cayuga, Chautauqua, Chemung, Chenango, Columbia, Cortland, Delaware, Dutchess, Erie, Genesee, Herkimer, Livingston, Madison, Monroe, Nassau, Niagara, Oneida, Onondaga, Ontario, Orange, Orleans, Oswego, Putman, Rensselaer, Richmond, Rockland, Saratoga, Schenectady, Seneca, Suffolk, Tompkins, Ulster, Wayne, Westchester, Wyoming, and Yates Counties in New York; and Adams, Allegheny, Bedford, Berks, Blair, Bucks, Butler, Cambria, Chester, Clinton, Columbia, Crawford, Cumberland, Delaware, Erie, Fayette, Franklin, Indiana, Lackawanna, Lancaster, Lawrence, Lebanon, Lehigh, Luzerne, Lycoming, Montgomery, Northampton, Northumberland, Philadelphia, Schuylkill, Somerset, Washington, Westmoreland, Wyoming, and York Counties in Pennsylvania.

3. Commercial vegetables means the planted acreage of annual vegetable or truck crops and the harvested acreage of perennial vegetables, of which any portion of the production is sold to persons not living on the farm, except (1) such crops grown in home gardens for use on the farm; (2) potatoes; (3) vegetables for processing in Maine; (4) dried beans, cowpeas, blackeyed peas, bulbs and flowers, and watermelons; and (5) sweet potatoes, strawberries, and cantaloupes, except in areas designated by the Agricultural Adjustment Administration upon recommendation of the State committee: Provided, That all or any part of any vegetable acreage totally destroyed by flood, freeze, insects, or any other cause beyond the control of the operator, which is later replaced by other acreage planted to vegetables on the farm, may be considered as not having been planted.

4. Payment: $1.30 for each acre in the commercial vegetable allotment determined for the farm, or, if the acreage of annual commercial vegetables planted and the acreage of perennial commercial vegetables harvested is less than 80 percent of the farm's commercial vegetable allotment, for an acreage equal

to 125 percent of the acreage of commercial vegetables unless the county committee finds that the acreage of commercial vegetables is less than 80 percent of such allotment because of flood or drought.

5. Deduction: $20.00 per acre of land devoted to commercial vegetables in excess of the larger of the commercial vegetable allotment determined for the farm or three acres.

E. WHEAT

1. National Goal. The 1941 national goal for wheat is 60 million to 65 million acres.

2. State Allotments. The State wheat allotments are as follows:

State	Acres
Maine	4,283
New Jersey	54,455
New York	239,496
Pennsylvania	850,089

3. County Allotments. County wheat allotments shall be determined by distributing the State wheat allotment among the counties in such State pro rata on the basis of the acreage seeded for the production of wheat plus the acreage diverted under agricultural adjustment or conservation programs in such counties during the ten years 1930 to 1939, with appropriate adjustments for abnormal weather conditions and trends in acreage.

4. Farm Allotments. Farm wheat allotments shall be determined for farms on which wheat has been planted for harvest in one or more of the years 1938, 193 and 1940, on the basis of tillable acreage and crop rotation practices, as reflec ed in the usual acreages of wheat on the farms, with adjustments of not to exceed 25 percent on account of the type of soil and topography. The usual acreage shal be the average annual acreage of wheat seeded for harvest plus the acreage divert from the production of wheat under agricultural adjustment and conservation programs during three or more consecutive years of the period 1935-1940. Years in which the acreage seeded to wheat (a) was abnormally low due to extreme flood or drought, (b) is not typical of the farm for 1941 due to customary crop rotation practices, a change in such practices, or a change in the acreage of cropland on the farm, or (c) was abnormally high due to failure of crops other than wheat, shall be eliminated in determining the usual acreage. If all the years of the period are either thus eliminated or eliminated for lack of data, the usual acreage shall be appraised by comparing the farm with other farms in the community or county which are similar with respect to crop rotation practices, tillable acres, type of soil, and topography, and for which usual acreages have been determined, or by the ratio of wheat acreage to cropland in the community or in the county. For those farms for which the usual acreages used in determining 1940 farm wheat allotments satisfy the foregoing conditions, the 1940 usual wheat acreages may be used in determining 1941 wheat allotments. The county allotment of wheat, less appropriate reserves, shall be apportioned on the basis of the usual acreages so determined.

Not more than 3 percent of the county wheat allotment shall be apportioned to farms in a county on which wheat will be seeded for harvest in 1941 but on which wheat was not seeded for harvest in any one of the three years 1938, 1939, and 1940, on the basis of tillable acreage, crop rotation practices, type of soil, and topography. If the acreage seeded to wheat for harvest in 1941 on any such farm is less than the 1941 wheat allotment, the allotment shall be reduced to the acreage seeded to wheat.

The wheat allotment for any farm shall compare with the wheat allotments determined for other farms in the same community which are similar with respect to the foregoing factors and the wheat allotments determined for farms in a county shall not exceed their proportionate share of the county wheat allotment.

5. Usual Acreage of Wheat. Usual acreages of wheat shall be determined for all non-wheat-allotment farms on which the normal acreage of wheat harvested as grain, or for any other purpose after reaching maturity, is more than ten acres. The usual acreage of wheat shall be determined on the basis of the past acreage with due allowance for diversion under previous programs, the effects of abnormal weather conditions, tillable acreage, crop rotation practices, type of soil, and topography. The sum of the usual wheat acreages determined for such farms in a county shall not exceed the sum of the average acreages of wheat harvested for grain, or for any other purpose after reaching maturity, on such farms in the two years 1937 and 1938.

6. Program Yields. For each farm for which a wheat allotment is determined or a deduction is computed, a program yield shall be determined as follows:

a. Where reliable records of the actual average yields per acre of wheat for the ten years 1930 to 1939 are presented by the farmer or are available to the committee, the program yield for the farm shall be the average of such yields adjusted for trends and abnormal weather conditions.

b. If for any year of such ten-year period reliable records of the actual average yield are not available or there was no actual yield on the farm in such year, the program yield for the farm shall be the yield which, on the basis of all available facts, including the yield for years for which data are available, weather conditions, type of soil, drainage, production practices, and general fertility of the land, the county committee determines to be the yield which was or could reasonably have been expected on the farm for such ten-year period.

c. The yields determined under subdivision b of this subparagraph 6 shall be adjusted so that the weighted average of the program yields for all farms in the county shall not exceed the county yield established by the Secretary.

7. Non-wheat-allotment farm means (a) a farm for which no wheat allotment is determined or (b) a farm for which a wheat allotment is determined and the county committee approves, in accordance with instructions contained in NER-501, the classification of such farm for the purposes of the 1941 program as a non-wheat-allotment farm.

8. Acreage planted to wheat means (a) any acreage of land devoted to

seeded wheat (except when such crop is seeded in a mixture containing 25 percent or more by weight of rye, barley, or vetch), or (b) any acreage of land which is seeded to a mixture containing wheat designated under (a) above but on which the crops other than wheat fail to reach maturity and the wheat reaches maturity: Provided, That any acreage of land devoted to seeded wheat in excess of the acreage allotment on a non-wheat-allotment farm shall not be considered as planted to wheat if the acreage in excess of the allotment is plowed down, pastured, converted into ensilage, or cut for hay, or otherwise utilized for soil-building purposes by clipping and leaving on the land not later than June 14, 1941, in New Jersey; June 20, 1941, in Pennsylvania; and July 1, 1941, in New York.

9. Payment: (Non-wheat-allotment farms on which the acreage planted to wheat on the farm does not exceed its wheat acreage allotment and wheat allotment farms) 8 cents per bushel of the program yield of wheat for the farm for each acre in its wheat allotment, or if the acreage planted to wheat is less than 80 percent of the farm's wheat allotment, for an acreage equal to 125 percent of the acreage of wheat unless the county committee finds that the acreage of wheat is less than 80 percent of such allotment because of flood or drought.

10. Deduction:

a. (Wheat allotment farms) 50 cents per bushel of the program yield for the farm for each acre planted to wheat in excess of its wheat allotment.

b. (Non-wheat-allotment-farms) 50 cents per bushel of the program yield for the farm for each acre of wheat harvested for grain or for any other purpose after reaching maturity in excess of the usual acreage of wheat for the farm or 10 acres, whichever is larger.

F. MISCELLANEOUS

1. Correction of Errors. Notwithstanding any other provision of this section, where the Agricultural Adjustment Administration finds that an error in a county or State office resulted in an allotment or yield for a farm which is substantially less than that which would otherwise have been determined, the correction of such allotment or yield may be authorized without requiring a redetermination of other farm allotments or yields in the county, unless such error has resulted in farm allotments or yields for other farms in the county which are substantially higher than they otherwise would have been.

2. Required Acreage of Erosion-Resisting Crops. In New York except Nassau and Suffolk Counties, New Jersey, and Pennsylvania except counties in the commercial corn area, a deduction of $5.00 shall be made for each acre by which the acreage of erosion-resisting crops and land uses on the farm is less than the required acreage of such crops and land uses. Such deduction shall be made in the case of farms for which a potato, tobacco, or wheat allotment is determined. The required acreage of erosion-resisting crops and land uses shall be 30 percent in New York; in New Jersey 28 percent in Bergen County, 27 percent in Essex County, and 30 percent in all other counties; in Pennsylvania 20 percent in Philadelphia County and 30 percent in all other counties.

Erosion-resisting crops and land uses may include only cropland which is devoted in the program year to one or more of the following crops or uses:

Biennial or perennial legumes
Perennial grasses
Ryegrass
Green manure crops
Cowpeas
Winter legumes
Soybeans from which seed are not harvested by mechanical means
Sweet clover
Fall seeded small grains not harvested for grain or for any other purpose after reaching maturity
Forest trees
Land on which approved terraces are constructed and no soil-depleting crop is grown.

Such acreage may be planted on land from which a soil-depleting crop is harvested under the 1941 program, but acreages of these crops interplanted with soil-depleting row crops shall not be counted.

Section II. Soil-Building Goals, Payments, and Practices

A. National Goal. The national goal is the conservation of farm land, the restoration, insofar as is practicable, of a permanent vegetative cover on land not needed for or unsuited to the continued production of cultivated crops, and the carrying-out of soil-building practices that will conserve and improve soil fertility and prevent wind and water erosion.

B. County Goals. County goals may be established for particular soil-building practices which are most needed in the county in order to conserve and improve soil fertility and to prevent wind and water erosion. The county committee, with the approval of the State committee, may designate those practices which will be approved for payment in the county in order that the soil-building allowance will be used most effectively to bring about added conservation and to secure the carrying-out of soil-building practices most needed on farms in the county.

The county committee, with the approval of the State committee, may specify for any group of farms in the county a proportion of the soil-building allowance which may be earned only by carrying out designated soil-building practices which are most needed and are not routine.

C. Farm Goals. Insofar as practicable, the county committee shall determine for individual farms practices to be carried out which are not routine farming practices on the farm, but which are needed on the farm in order to conserve and improve soil fertility and prevent wind and water erosion and which will tend to accomplish the goals established for the county with respect to particular soil-building practices.

D. Soil-Building Allowance. The soil-building allowance, which is the maximum payment that will be computed for carrying out soil-building practices, shall be the sum of the following: Provided, That for any farm with respect to which the sum of the maximum payments computed under section I and subparagraphs 1 to 3, inclusive, of this paragraph D is less than $20.00, the amount determined under this paragraph D shall be increased by the amount of the difference.

1. $1.80 per acre of commercial orchards on the farm.

2. 40 cents per acre of fenced noncrop open pasture land in excess of one-half of the number of acres of cropland in the farm which is capable of maintaining during the normal pasture season at least one animal unit for each five acres of such pasture land: Provided, That upon recommendation of the State committee and approval by the Agricultural Adjustment Administration this item may be reduced for all farms in any county, group of counties, or State and that part of the reduction which it is estimated by the Agricultural Adjustment Administration would have been earned had this item not been reduced may be allotted by the county committee to farmers who wish to carry out pasture improvement or plant forest trees in addition to the allowance otherwise available under this section.

3. 70 cents per acre of cropland in excess of the sum of the corn, potato tobacco, and wheat acreages with respect to which payments are computed.

E. Reforestation Allowance. $15.00, which may be earned by planting forest trees in accordance with the specifications contained in NER-510 for Vermont and NER-514 and NER-515 for other States.

F. Deduction for Failure to Maintain Practices Under Previous Programs. Wher the county committee, in accordance with instructions of the State committee, determines that (1) terraces constructed, forest trees planted, or pastures established under previous agricultural conservation programs are not maintained in accordance with good farming practices, (2) seedings of perennial legumes or grasses are destroyed after producers have been informed that the destruction of such legumes or grasses is contrary to good farming practice, or (3) the effectiveness of any soil-building practice carried out under a previous program is destroyed in 1941 contrary to good farming practice, there shall be deducted from payments which would otherwise be made with respect to the farm an amount equal to the payment which would be made under the 1941 program for a similar amount of such practices.

G. Soil-building Practices. Such of the soil-building practices listed in NER-510 for Vermont and NER-514 and NER-515 for other States and approved by the county committee may qualify for payment at the rates indicated therein when such practices are carried out under the provisions of the 1941 program during the period and in accordance with the specifications contained in NER-510 for Vermont and NER-514 and NER-515 for other States.

If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or other materials furnished by any State or Federal agency other than the Agricultural Adjustment Administration, no payment will be made for such practice. If less than one-half of the total cost of

carrying out any practice is represented by such items, payment shall be made for one-half of such practice. Labor, seed, trees, and materials furnished to a State or political subdivision of a State or an agency thereof by an agency of the same State shall not be deemed to have been furnished by "any State . . . agency" within the meaning of this paragraph.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to have been paid for in whole or in part by a State or Federal agency.

The rates of payment listed in the practices are the maximum rates allowable, and the rate of payment for any practice included shall, if necessary in order to reflect relative costs or desirability of the practice for any area within a State, be adjusted downward by the State committee with the approval of the Agricultural Adjustment Administration.

Section III. Division of Payments and Deductions

A. Payments and Deductions in Connection With Corn, Potatoes, Tobacco, Commercial Vegetables, and Wheat.

1. The net payment or net deduction computed for any farm with respect to corn, potatoes, tobacco, commercial vegetables, and wheat shall be divided among the landlords, tenants, and sharecroppers in the same proportion (expressed in percentages) that such persons are determined by the county committee to be entitled, as of the time of harvest, to share in the proceeds (other than a fixed commodity payment) of such crop grown on the farm in 1941. Such determination shall be made at the time the county committee approves the application for payment: Provided, That if any such crop is not grown on the farm in 1941 or the acreage of such crop is substantially reduced by flood, hail, drought, insects, or plant-bed diseases, the net payment or net deduction computed for such crop shall be divided among the landlords, tenants, and sharecroppers in the proportion that the county committee determines such persons would have been entitled to share in the proceeds of such crop if the entire acreage in the acreage allotment for such crop had been planted and harvested in 1941.

2. The deductions with respect to insufficient acreage of erosion-resisting crops, shall be regarded as pro rata deductions with respect to the payments computed in connection with potatoes, tobacco, commercial vegetables, and wheat. The deduction for failure to maintain soil-building practices carried out under previous programs shall be divided among the persons who the county committee determines were responsible for the failure to maintain the practices in the proportion that the county committee finds such persons were responsible.

B. Payments in Connection with Soil-building Practices. The amount of net payment earned in carrying out soil-building practices shall be paid to the landlord, tenant, or sharecropper who carried out the practices. If more than one such person contributed to the carrying-out of soil-building practices on the farm under the 1941 program, the net payment shall be divided in the proportion that the county committee determines such persons contributed to the carrying-out of such practices on the farm under such program.

In making this determination the county committee shall take into consideration the value of the labor, equipment, or material contributed by each person toward the carrying-out of each soil-building practice on a particular acreage, assuming that each person contributed equally unless it is established to the satisfaction of the county committee that their respective contributions thereto were not in equal proportion.

C. Proration of Net Deductions. If the sum of the net payments computed for all persons on a farm exceeds the sum of the net deductions computed for all persons on such farm, the sum of the net deductions computed for all persons on such farm shall be prorated among the persons on such farm for whom a net payment is computed, on the basis of such computed net payments. If the sum of the net deductions computed for all persons on a farm equals or exceeds the sum of the net payments computed for all persons on such farm, no payment will be made with respect to such farm and the amount of such net deductions in excess of the net payments shall be prorated among the persons on such farm for whom a net deduction is computed, on the basis of such computed net deductions.

Section IV. Increase in Small Payments

A. The total payment computed under sections I to III for any person with respect to any farm shall be increased as follows:

1. Any payment amounting to 71 cents or less shall be increased to $1.00;

2. Any payment amounting to more than 71 cents but less than $1.00 shall be increased by 40 percent.

3. Any payment amounting to $1.00 or more shall be increased in accordance with the following schedule:

Amount of payment computed	Increase in payment	Amount of payment computed	Increase in payment
$1.00 to $1.99	$0.40	$32.00 to $32.99	$10.40
$2.00 to $2.99	0.80	$33.00 to $33.99	10.60
$3.00 to $3.99	1.20	$34.00 to $34.99	10.80
$4.00 to $4.99	1.60	$35.00 to $35.99	11.00
$5.00 to $5.99	2.00	$36.00 to $36.99	11.20
$6.00 to $6.99	2.40	$37.00 to $37.99	11.40
$7.00 to $7.99	2.80	$38.00 to $38.99	11.60
$8.00 to $8.99	3.20	$39.00 to $39.99	11.80
$9.00 to $9.99	3.60	$40.00 to $40.99	12.00
$10.00 to $10.99	4.00	$41.00 to $41.99	12.10
$11.00 to $11.99	4.40	$42.00 to $42.99	12.20
$12.00 to $12.99	4.80	$43.00 to $43.99	12.30
$13.00 to $13.99	5.20	$44.00 to $44.99	12.40
$14.00 to $14.99	5.60	$45.00 to $45.99	12.50
$15.00 to $15.99	6.00	$46.00 to $46.99	12.60
$16.00 to $16.99	6.40	$47.00 to $47.99	12.70
$17.00 to $17.99	6.80	$48.00 to $48.99	12.80
$18.00 to $18.99	7.20	$49.00 to $49.99	12.90
$19.00 to $19.99	7.60	$50.00 to $50.99	13.00
$20.00 to $20.99	8.00	$51.00 to $51.99	13.10
$21.00 to $21.99	8.20	$52.00 to $52.99	13.20
$22.00 to $22.99	8.40	$53.00 to $53.99	13.30
$23.00 to $23.99	8.60	$54.00 to $54.99	13.40
$24.00 to $24.99	8.80	$55.00 to $55.99	13.50
$25.00 to $25.99	9.00	$56.00 to $56.99	13.60
$26.00 to $26.99	9.20	$57.00 to $57.99	13.70
$27.00 to $27.99	9.40	$58.00 to $58.99	13.80
$28.00 to $28.99	9.60	$59.00 to $59.00	13.90
$29.00 to $29.99	9.80	$60.00 to $185.99	14.00
$30.00 to $30.99	10.00	$186.00 to $199.99	1/
$31.00 to $31.99	10.20	$200.00 and over	2/

1/ Increase to $200.00
2/ No increase

Section V. Payments Limited to $10,000

The total of all payments made in connection with programs for 1941 under section 8 of the Soil Conservation and Domestic Allotment Act to any individual, partnership, or estate with respect to farms located within a single State shall not exceed the sum of $10,000, prior to deduction for association expenses in the county or counties with respect to which the particular payments are made. The total of all payments made in connection with such programs to any person other than an individual, partnership, or estate with respect to farms, ranching units, and turpentine places in the United States (including Alaska, Hawaii, and Puerto Rico) shall not exceed the sum of $10,000, prior to deduction for association expenses in the county or counties with respect to which the particular payments are made.

All or any part of any payment which has been or otherwise would be made to any person under the 1941 program may be withheld or required to be returned if he has adopted or participated in adopting any scheme or device, including the dissolution, reorganization, revival, formation, or use of any corporation, partnership, estate, trust, or any other means, which was designed to evade, or would have the effect of evading, the provisions of this section.

Section VI. Deductions Incurred on Other Farms

A. Other Farms in the Same County. If the deductions computed under sections I and II with respect to any farm in a county exceed the payment for full performance on such farm computed under such sections, a person's share of the amount by which such deduction exceeds such payments shall be deducted from such person's share of the payment which would otherwise be made to him with respect to any other farm or farms in such county.

B. Other Farms in the State. If the deductions computed under sections I and II for a person with respect to one or more farms in a county exceed the payments computed for such person on the other farms in such county, the amount of such excess deductions shall be deducted from the payments computed for such person with respect to any other farm or farms in the State if the State committee finds that the crops grown and practices adopted on the farm or farms with respect to which such deductions are computed substantially offset the contribution to the program made on such other farm or farms.

Section VII. Deductions for Association Expenses

There shall be deducted pro rata from the payments with respect to any farm all or such part as the Secretary may prescribe of the estimated administrative expenses incurred or to be incurred by the county agricultural conservation association in the county in which the farm is located.

Section VIII. Conservation Materials

Wherever it is found practicable, limestone, superphosphate, trees, seeds, and other farming materials and terracing services may be furnished by the Agricultural Adjustment Administration to be used in carrying out approved soil-building practices on the farm in lieu of payments.

Wherever such materials or services are furnished a deduction shall be made in an amount determined by the Agricultural Adjustment Administration on the basis approved by the Secretary. If the producer uses any such material in a manner which is not in substantial accord with the purpose for which such material was furnished, an additional deduction for the material misused equal to the amoun of the original deduction for such material shall be made.

The deduction for materials or services shall be made from payment due the person who obtained the materials or services on the same or any other farm in the county. In the event the amount of the deduction for materials or services exceeds the amount of the payment for the producer subject to deduction, the amoun of such difference will be deducted insofar as possible from payments computed for

other persons on the farm with respect to which such materials or services were furnished. Any deficit shall be paid by the producer who obtained the material to the Secretary.

Notwithstanding any other provision herein for any farm (1) for which no deductions are applicable and (2) for which no application for payment is filed or if an application were filed the only net payment computed would be for the use of conservation materials or services, the materials or services furnished shall be in lieu of any payments which might be computed for the farm.

Section IX. General Provisions Relating to Payments

A. Payment Restricted to Effectuation of Purposes of the Program

1. All or any part of any payment which otherwise would be made to any person under the 1941 program may be withheld or required to be returned (a) if he adopts or has adopted any practice which tends to defeat any of the purposes of the 1941 or previous agricultural conservation programs, (b) if, by means of any corporation, partnership, estate, trust, or any other device, or in any manner whatsoever, he has offset, or has participated in offsetting, in whole or in part, the performance for which such payment is otherwise authorized, or (c) if, with respect to woodland owned or controlled by him, he adopts or has adopted any practice which is contrary to sound conservation practices.

Practices which tend to defeat the purposes of the 1941 program and the amount of the payment which shall be withheld or required to be refunded in each such case shall include, but shall not be limited to, the following cases:

Practice	Amount to be withheld or refunded
a. A landlord or operator, including the landlord of a cash or standing or fixed-rent tenant, either by oral or written lease, or by an oral or written agreement supplementary to such lease, requires by coercion or induces by subterfuge his tenant or sharecropper to agree to pay to such landlord or operator all or a portion of any Government payment which the tenant or sharecropper has or is to receive for participating in the 1941 Agricultural Conservation Program.	The entire payment which has been or otherwise would be made to such landlord or operator with respect to the farm.
b. A landlord or operator requires that his tenant or sharecropper pay, in addition to the customary rental, a sum of money or any	The entire payment which has been or otherwise would be made to the landlord or operator

	thing or service of value equivalent to all or a portion of the Government payment which may be, is being, or has been earned by the tenant or sharecropper.	with respect to the farm.
c.	A landlord or operator knowingly omits the names of one or more of his landlords, tenants, or sharecroppers on an application for payment form or other official document required to be filed in connection with the 1941 Agricultural Conservation Program, or knowingly shows incorrectly his or their acreage shares of a crop, or share of soil-building practices, or otherwise falsifies the record required therein to be submitted in respect to a particular farm, thereby intentionally depriving or attempting to deprive one or more landlords, tenants, or sharecroppers of payments to which they are entitled.	The entire payment which has been or otherwise would be made to such landlord or operator with respect to the farm.
d.	A landlord or operator requires his tenant or sharecropper to execute an assignment, ostensibly covering advancesof money or supplies to make a current crop, but actually for a purpose not permitted by the assignment regulations.	The entire payment which has been or otherwise would be made to such landlord or operator with respect to the farm.
e.	A person complies with the provisions of the program on a farm or farms operated by him as an individual, but substantially offsets such performance by the farming operations of a partnership, association, estate, corporation, trust, or other business enterprise in which he has a financial interest and the policies of which he is in a position to control.	All the payments which have been or otherwise would be made to a person who adopts such practices.
f.	A partnership, association, estate, corporation, trust, or other business enterprise (in which a particular individual is interested) carried on its operations so as to qualify for payment, but one of the persons who is in position	The individual's payments shall be forfeited and the payments to the partnership, association, estate, corporation, trust, or other business enterprise shall be reduced

	to control the operations or policies of such partnership, association, estate, corporation, trust, or other business enterprise substantially offsets such performance by such person's individual operations.	by the amount which the State committee finds or estimates is commensurate with his interest in such enterprise.
g.	A person operates farms in two or more States and substantially offsets his performance in one State by overplanting his farm in another State.	The net amount of the deduction which would be computed for the person for such overplanting if the farms were in the same State.
h.	A person rents land for cash, standing or fixed rent to another person who he knows or has good reason to believe will offset such person's performance by substantially overplanting the acreage allotment for the farm which includes such rented land.	The net amount of the deduction which would be computed if the person were entitled to receive all the crops produced on the rented land.
i.	A person participates in the production of a crop on a farm other than a farm in which he admits having an interest. (A person shall be considered to be participating in the production of a crop if the committee finds that he furnished either machinery, workstock, or financial assistance for the production of such crop and that he has a financial interest in such crop.)	The proportion of the net amount of the deduction which would be computed for the farm which the committee determines was such person's interest in the crops produced.
j.	A tenant in settling his obligations under a rental contract or agreement supplemental or collateral thereto, pays or renders cash, standing rent or fixed rent, or a share of the crop, or any service or thing of value, aggregating in value in excess of the rental customarily paid in the community for similar land and use, thereby diverting to the landlord the whole or any part of any payment which the tenant is entitled to receive. The application of this rule shall be subject to the approval of the Regional Director.	The whole of any payment with respect to the farm which has been or otherwise would be made to such tenant. There shall be withheld from or required to be refunded by the landlord the whole of the payment with respect to all of his farms under the program involved; Provided, however, where a tenant is renting for a share of the crop only and the tenant's share is 60 percent or less, only the landlord's payments shall be withheld or recovered.
k.	A landlord or operator forces or causes, by coercion, subterfuge, or in any manner whatsoever, a tenant or sharecropper to abandon a crop	The entire payment which has been or would otherwise be made to such landlord or operator with respect to the farm.

prior to harvest for the purpose of obtaining the share of the payment that would otherwise be made to the tenant or sharecropper with respect to such crop.

2. Allotment payments will be made only for farms which are being operated in 1941. A farm will not be considered to be operated in 1941 unless an acreage equal to at least one-half the sum of the 1941 wheat, tobacco, potato and vegetable allotments established for the farm is devoted to one or more of the following uses:

a. Seeded to a crop in 1941.

b. A crop other than biennial or perennial hay is harvested in 1941.

c. Green manure crops are plowed or disked under in 1941.

The farm will also be considered to be operated if the State committee finds that none of the operations a, b, and c above were carried out because of conditions beyond the control of the operator, or if upon recommendation of the State committee, the regional director finds that the farm is actually being operated in 1941.

3. No payment will be made to any person with respect to any farm which such person owns or operates in a county if the county committee finds that such person has been negligent and careless in his farming operations by failing to carry out approved erosion-control measures on land under his control to the extent that any part of such land has become an erosion hazard in 1941 to other land in the community in which such farm is located.

B. Payment Computed and Made Without Regard to Claims. Any payment or share of payment shall be computed and made without regard to questions of title under State law, without deduction of claims for advances (except as provided in paragraph D of this section, advances for crop insurance premiums for the farm, and indebtedness to the United States subject to set-off under orders issued by the Secretary), and without regard to any claim or lien against any crop, or proceeds thereof, in favor of the owner or any other creditor.

C. Changes in Leasing and Cropping Agreements, Reduction in Number of Tenants and Other Devices. If on any farm in 1941 any change of the arrangements which existed on the farm in 1940 is made between the landlord or operator and the tenants or sharecroppers and such change would cause a greater proportion of the payments to be made to the landlord or operator under the 1941 program than would have been made to the landlord or operator for performance on the farm under the 1940 program, payments to the landlord or operator under the 1941 program with respect to the farm shall not be greater than the amount that would have been paid to the landlord or operator if the arrangements which existed on the farm in 1940 had been continued in 1941, unless the county committee certifies that the change is justified and approves such change.

If on any farm the number of sharecroppers or share tenants in 1941 is less than the average number on the farm during the three years 1938 to 1940 and such reduction would increase the payments that would otherwise be made to the landlord or operator, such payments to the landlord or operator shall not be greater than the amount that would otherwise be made, unless the county committee certifies that the reduction is justified and approves such reduction.

The action of the county committee under this paragraph C is subject to approval or disapproval by the State committee.

If the State committee finds that any person who files an application for payment pursuant to the provisions of the 1941 program has employed any other scheme or device (including coercion, fraud, or misrepresentation) the effect of which would be or has been to deprive any other person of any payment under any agricultural conservation program to which such person would normally be entitled, the Secretary may withhold, in whole or in part, from the person participating in or employing such scheme or device, or require such person to refund in whole or in part, the amount of any payment which has been or would otherwise be made to such person in connection with the 1941 program.

D. Assignments. Any person who may be entitled to any payment in connection with the 1941 program may assign his interest in such payment as security for cash loaned or advances made for the purpose of financing the making of a crop in 1941. No such assignment will be recognized unless the assignment is made in writing on Form ACP-69 in accordance with the instructions (ACP-70) issued by the Agricultural Adjustment Administration and unless such assignment is entitled to priority as determined under the instructions governing the recording of such assignments issued by the Agricultural Adjustment Administration.

Nothing contained in this paragraph D shall be construed to give an assignee a right to any payment other than that to which the farmer is entitled nor (as provided in the statute) shall the Secretary or any disbursing agent be subject to any suit or liability if payment is made to the farmer without regard to the existence of any such assignment.

E. Excess Cotton Acreage. Any person who knowingly plants cotton, or causes cotton to be planted, on his farm in 1941 on acreage in excess of the cotton allotment under Section 344 of the Agricultural Adjustment Act of 1938 for the farm for 1941 shall not be eligible for any payment whatsoever, on that farm or any other farm, under the provisions of the 1941 program. Any person having an interest in the cotton crop on a farm on which cotton is planted in 1941 on an acreage in excess of the cotton allotment for the farm for 1941 shall be presumed to have knowingly planted cotton on his farm on acreage in excess of such farm cotton allotment if notice of the farm allotment is mailed to him prior to the completion of the planting of cotton on the farm, unless the farmer establishes the fact that the excess acreage was planted to cotton due to his lack of knowledge of the number of acres in the tract(s) planted to cotton. Such notice, if mailed to the operator of the farm, shall be deemed to be notice to all persons sharing in the production of cotton on the farm in 1941.

F. Deductions in Case of Erroneous Notice of Allotment. Notwithstanding the deduction provisions of section I, in any case where, through error in a county or State office, the producer was officially notified of an acreage allotment fo a commodity larger than the finally approved acreage allotment for that commodit and the county and State committees find, if the notice was in writing, or the county and State committees, with the approval of the Administrator, find, if the notice was not in writing, that the producer, acting solely upon information contained in the erroneous notice, planted an acreage to the commodity in excess of the finally approved acreage allotment, the producer will not be considered to have exceeded the acreage allotment for such commodity unless he planted an acreage to the commodity in excess of the allotment erroneously issued, and the deduction for excess acreage will be made only with respect to the acreage in excess of the allotment erroneously issued.

Section X. Application for Payment

A. Persons Eligible to File Application. An application for payment with respect to a farm may be made by any person for whom, under the provisions of section III, a share in the payment with respect to the farm may be computed and (1) who is determined by the county committee to be entitled, as of the time of harvest, to share in any of the crops grown on the farm under a lease or oper ating agreement or as owner-operator, or (2) who is owner or operator of such farm and participates thereon in 1941 in carrying out approved soil-building practices.

B. Time and Manner of Filing Application and Information Required. Payment will be made only upon application submitted through the county office on or before March 31, 1942. The Secretary reserves the right (1) to withhold payment from any person who fails to file any form or furnish any information required with respect to any farm which such person is operating or renting to another person for a share of the crops grown thereon, and (2) to refuse to accept any application for payment if any form or information required is not submitted to the county office within the time fixed by the Regional Director. At least two weeks' notice to the public shall be given of the expiration of a time limit fo filing prescribed forms, and any time limit fixed shall be such as affords a full and fair opportunity to those eligible to file the form within the period prescribed. Such notice shall be given by mailing the same to the office of each county committee and making copies of the same available to the press.

C. Application for Other Farms. If a person makes application for payment with respect to a farm in a county and has the right to receive all or a portio of the crops or proceeds therefrom produced on any other farm in the county, su person must make application for payment with respect to all such farms on whic crops are grown for which a deduction might be computed. Upon request by the State committee any person shall file with the committee such information as it may request regarding any other farm in the State with respect to which he has the right to receive all or a portion of the crops or proceeds thereof or which he rents to another.

Section XI. Appeals

Any person may, within 15 days after notice thereof is forwarded to or

made available to him, request the county committee in writing to reconsider its recommendation or determination in any of the following matters respecting any farm in the operation of which he has an interest as landlord, tenant, or sharecropper: (a) eligibility to file an application for payment; (b) any allotment, usual acreage, program or actual yield, measurement, or soil-building allowance; (c) the division of payment; or (d) any other matter affecting the right to or the amount of his payment with respect to the farm. The county committee shall notify such person of its decision in writing within 15 days after receipt of such written request for reconsideration. If such person is dissatisfied with the decision of the county committee he may, within 15 days after such decision is forwarded to or made available to him, appeal in writing to the State committee. The State committee shall notify such person of its decision in writing within 30 days after the submission of the appeal. If such person is dissatisfied with the decision of the State committee, he may, within 15 days after such decision is forwarded to or made available to him, request the Regional Director to review the decision of the State committee.

Written notice of any decision rendered under this section by the county or State committee shall also be issued to each person known to it who, as landlord, tenant, or sharecropper having an interest in the operation of the farm, may be adversely affected by such decision. Only a person who shows that he is adversely affected by the outcome of any request for reconsideration or appeal may appeal the matter further, but any person who, as landlord, tenant or sharecropper having an interest in the operation of the farm, would be affected by the decision to be made on any reconsideration by the county committee or subsequent appeal shall be given a full and fair hearing if he appears when the hearing thereon is held.

Section XII. Definitions

For purposes of the 1941 program, unless the context otherwise requires:

A. OFFICIALS

1. Secretary means the Secretary of Agriculture of the United States.

2. Regional Director means the director of the Northeast Division of the Agricultural Adjustment Administration.

3. State committee or State agricultural conservation committee means the group of persons designated within any State to assist in the administration of the agricultural conservation programs in such State.

4. County committee or county agricultural conservation committee means the group of persons elected within any county to assist in the administration of the agricultural conservation programs in such county.

B. AREA

Northeast Region means the area included in the States of Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.

C. FARM

Farm means all adjacent or nearby farm land under the same ownership which is operated by one person, including also:

1. Any other adjacent or nearby farm land which the county committee, in accordance with instructions issued by the Agricultural Adjustment Administration, determines is operated by the same person as part of the same unit with respect to the rotation of crops and with workstock, farm machinery, and labor substantially separate from that for any other land; and

2. Any field-rented tract (whether operated by the same or another person) which, together with any other land included in the farm, constitutes a unit with respect to the rotation of crops.

A farm shall be regarded as located in the county or administrative area, as the case may be, in which the principal dwelling is situated, or if there is no dwelling thereon it shall be regarded as located in the county or administrative area, as the case may be, in which the major portion of the farm is located.

D. CROPLAND

Cropland means farm land which in 1940 was tilled or was in regular rotation, excluding any land in commercial orchards.

E. MISCELLANEOUS

1. Person means an individual, partnership, association, corporation, estate, or trust, and, wherever applicable, a State, a political subdivision of a State, or any agency thereof.

2. Landlord or owner means a person who owns land and rents such land to another person or operates such land.

3. Sharecropper means a person who works a farm in whole or in part under the general supervision of the operator and is entitled to receive for his labor a share of a crop produced thereon or of the proceeds thereof.

4. Tenant means a person other than a sharecropper who rents land from another person (for cash, a fixed commodity payment, or a share of the proceeds of the crops) and is entitled under a written or oral lease or agreement to receive all or a share of the proceeds of the crops produced thereon.

5. Commercial orchards means the acreage in planted or cultivated fruit trees, nut trees, vineyards, hops, or bush fruits, on the farm (excluding nonbearing orchards and vineyards) from which the major portion of the production is normally sold.

6. Noncrop open pasture land means pasture land (other than rotation pasture land) on which the predominant growth is forage suitable for grazing and on which the number or grouping of any trees or shrubs is such that the land could

not fairly be considered as woodland.

7. Animal unit means one cow, one horse, five sheep, or five goats, two calves, or two colts, or the equivalent thereof.

Section XIII. Authority, Availability of Funds, and Applicability

A. Authority. Pursuant to the provisions of the 1941 Agricultural Conservation Program Bulletin, issued by the Secretary of Agriculture, and the authority vested thereby in the Agricultural Adjustment Administration, payments will be made and conservation materials and services will be furnished in the Northeast Region for participation in the 1941 Agricultural Conservation Program. This participation shall be in accordance with the provisions of this bulletin and such modifications thereof or other provisions as may hereafter be made. There are included in this bulletin all the provisions of said 1941 Agricultural Conservation Program which are applicable to the Northeast Region. There are also included certain of the determinations authorized in said 1941 Agricultural Conservation Program to be made by the Administrator or the Director of the Northeast Division.

B. Availability of Funds. The provisions of the 1941 program are necessarily subject to such legislation affecting said program as the Congress of the United States may hereafter enact; the making of the payments herein provided are contingent upon such appropriation as the Congress may hereafter provide for such purpose; and the amounts of such payments will necessarily be within the limits finally determined by such appropriation, the apportionment of such appropriation under the provisions of the Soil Conservation and Domestic Allotment Act, as amended, and the extent of national participation. As an adjustment for participation the rates of payment and deduction with respect to any commodity or item of payment may be increased or decreased from the rates set forth herein by as much as 10 percent.

C. Applicability. The provisions of this bulletin are not applicable to (1) Belknap and Coos Counties, New Hampshire, Windham and New London Counties, Connecticut, York County, Maine, Gloucester County, New Jersey, and Suffolk and Nassau Counties, New York; (2) any department or bureau of the United States Government and any corporation wholly owned by the United States; and (3) lands owned by the United States which were acquired or reserved for conservation purposes or which are to be retained permanently under Government ownership. Lands under (3) above include, but are not limited to, lands owned by the United States which are administered by the Forest Service or the Soil Conservation Service of the United States Department of Agriculture, or by the Division of Grazing or the Bureau of Biological Survey of the United States Department of the Interior.

The program is applicable to lands owned by corporations which are only partly owned by the United States, such as Federal Land Banks and Production Credit Association.

The program is also applicable to land owned by the United States or by corporations wholly owned by the United States which is farmed by private persons if such land is to be temporarily under such Government or corporation ownership and was not acquired or reserved for conservation purposes. Such land shall include only that administered by the Farm Security Administration, the Reconstruction Finance Corporation, the Home Owners' Loan Corporation, or the Federal Farm Mortgage Corporation, unless the Agricultural Adjustment Administration finds that land administered by other agencies complies with all of the foregoing provisions for eligibility.

Issued on June 20, 1941, with the approval of the Administrator of the Agricultural Adjustment Administration.

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Division

SPECIAL 1941 AGRICULTURAL CONSERVATION PROGRAMS FOR THE NORTHEAST REGION

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Payments will be made for participation in the Belknap and Coos Counties, New Hampshire, Windham and New London Counties, Connecticut, York County, Maine, Suffolk and Nassau Counties, New York, and Gloucester County, New Jersey, Special 1941 Agricultural Conservation Programs (hereinafter referred to as the 1941 program) in accordance with the provisions of this bulletin and such modifications thereto as may hereafter be made. The 1941 program year in Belknap and Coos Counties, New Hampshire, and Windham and New London Counties, Connecticut, begins October 1, 1940, and ends September 30, 1941. In Suffolk and Nassau Counties, New York, and York County, Maine, the program year for 1941 begins October 1, 1940, and ends August 31, 1941. The 1941 program year begins November 1, 1940, and ends October 31, 1941, in Gloucester County, New Jersey. The provisions of ACP-1941 are not applicable in these counties.

Section I. ALLOTMENTS, YIELDS, PAYMENTS, AND DEDUCTIONS

County acreage allotments will be determined by the Agricultural Adjustment Administration, with the assistance of the State Committee, in accordance with the provisions contained herein. Farm acreage allotments, usual acreages, and farm program yields shall be determined, by the county committee, with the assistance of other local committees in the county, in accordance with the provisions contained herein and in accordance with instructions issued by the Agricultural Adjustment Administration.

A. POTATOES

1. National goal. The 1941 national goal for potatoes is 3,100,000 to 3,300,000 acres.

2. National and State acreage allotments. The national and State potato acreage allotments will be established by the Secretary.

3. County acreage allotments. County acreage allotments of potatoes shall be determined by distributing the State acreage allotment of potatoes among the counties in the State on the basis of the acreage allotments determined under the 1940 Program, or, on the basis of the average acreage devoted to potatoes during the five years 1935 to 1939, taking into consideration trends in acreage on commercial potato farms and the acreage of potatoes on non-commercial potato farms.

4. Farm acreage allotments. A potato acreage allotment shall be determined for each farm for which the normal acreage of potatoes is determined to be three acres or more. Potato acreage allotments shall be determined on the basis of the acreage of potatoes customarily grown on the farm, as reflected in the average acreage during

two or more of the years 1936 to 1940, production facilities, good soil management, tillable acreage on the farm, type of soil, and topography. Potato acreage allotments may be determined for farms on which potatoes will be produced in 1941 for the first time since 1936 on the basis of the potato-producing experience of the operator and such of the foregoing factors as are applicable. The potato acreage allotment for any farm shall compare with the potato acreage allotments for other farms in the same community which are similar with respect to such factors. The potato allotments determined for farms in a county shall not exceed their proportionate share of the county potato allotment.

5. Program yields. For each farm for which a potato allotment is determined or a deduction is computed, a program yield of potatoes shall be determined on the basis of the yields of potatoes made on the farm, with due consideration for type of soil, production practices, and the general fertility of the land. The weighted average yield for all farms in any county shall not exceed the county yield established by the Secretary.

6. Acreage planted to potatoes, means the acreage of land on which potatoes are planted, except (1) when grown in home gardens for use on the farm and (2) that all or any part of any potato acreage totally destroyed by flood, insects, or any other cause beyond the control of the operator, which is later replaced by other acreage planted to potatoes on the farm, may be considered as not having been planted.

7. Payment. 2.3 cents per bushel of the program yield of potatoes for the farm for each acre in its potato allotment, or if the acreage planted to potatoes is less than 80 percent of the farm's potato allotment, for an acreage equal to 125 percent of the acreage planted to potatoes unless the county committee finds that the acreage planted to potatoes is less than 80 percent of such allotment because of flood or drought.

8. Deductions:

a. 30 cents per bushel of the program yield for the farm for each acre planted to potatoes in excess of the larger of its potato allotment or three acres.

b. $30 in Nassau and Suffolk Counties for each acre by which the acreage used in 1941 for the production of grasses or legumes sown in 1939, 1940, and 1941, or used for green manure crops throughout the 1941 crop year, is less than 6.4 percent of the potato allotment for the farm.

B COMMERCIAL VEGETABLES

IN WINDHAM AND NEW LONDON COUNTIES, CONNECTICUT, YORK COUNTY, MAINE, NASSAU AND SUFFOLK COUNTIES, NEW YORK, AND GLOUCESTER COUNTY, NEW JERSEY

1. Farm acreage allotments. In Windham, New London, York, and Gloucester Counties, commercial vegetable acreage allotments

shall be determined for each farm for which the normal acreage of commercial vegetables is determined to be three acres or more. In Nassau and Suffolk Counties, a commercial vegetable acreage allotment shall be determined for each farm for which the normal acreage of commercial vegetables on land on which potatoes are not also grown during the same crop year is determined to be three acres or more. No vegetable acreage allotment shall be determined which is less than three acres.

The commercial vegetable acreage allotment shall be determined on the basis of the acreage of such vegetables grown on the farm in two or more of the years 1936 to 1940, inclusive, with adjustments for abnormal weather conditions, the tillable acreage on the farm, type of soil, production facilities, crop rotation practices, and changes in farming practices.

The sum of the commercial vegetable allotments determined for all farms in the county, including farms on which vegetables were not grown in the period 1936 to 1940, shall not exceed the sum of the average annual acreages of land planted to commercial vegetables in 1936 and 1937 on all farms in the county on which the average acreage of land planted to commercial vegetables in 1936 and 1937 was three acres or more, and on other farms on which vegetable allotments are determined in 1941, except that fair and reasonable adjustments in such acreage may be made by the State committee among commercial vegetable counties in the State on the basis of shifts in commercial vegetable production.

In counties for which the 1936-1937 average acreage is not available, the sum of the allotments shall not exceed an acreage approved by the Agriculture Adjustment Administration which is comparable with the allotments for similar counties for which such data are available.

2. Usual acreage of commercial vegetables with potatoes in Nassau and Suffolk Counties, New York. A usual acreage of commercial vegetables with potatoes will also be determined for each farm in these counties for which a potato allotment is determined or on which potatoes are planted in 1941. This usual acreage of commercial vegetables with potatoes may be zero. The usual acreage of commercial vegetables with potatoes shall be determined on the basis of the average acreage of commercial vegetables planted on land on which potatoes are also planted in the same crop year for two or more of the years 1936 to 1940, inclusive. In determining these usual acreages, adjustments shall be made for abnormal weather conditions. The tillable acreage on the farm, type of soil, production facilities, crop rotation practices, and changes in farming practices shall also be taken into consideration. The sum of the usual acreages of commercial vegetables with potatoes determined for such farms in the county shall not exceed the sum of the average annual acreages of land planted in 1936 and 1937 to commercial vegetables and

also planted to potatoes in the same crop year.

3. Commercial vegetables means the planted acreage of annual vegetables or truck crops and the harvested acreage of perennial vegetables, of which any portion of the production is sold to persons not living on the farm, except (1) such crops grown in home gardens for use on the farm; (2) potatoes; (3) vegetables for processing in York County, Maine; (4) dried beans, cowpeas, black-eyed peas, bulbs and flowers, and watermelons; and (5) sweetpotatoes, strawberries, and cantaloupes, except in Gloucester County, New Jersey: Provided, That all or any part of any vegetable acreage totally destroyed by flood, freeze, insects, or any other cause beyond the control of the operator, which is later replaced by other acreage planted to vegetables on the farm, may be considered as not having been planted.

4. Payment. $1.30 in York, Windham, and New London Counties, and $1.50 in Nassau and Suffolk Counties, for each acre in the commercial vegetable allotment determined for the farm, or, if the acreage of annual commercial vegetables planted and the acreage of perennial commercial vegetables harvested is less than 80 percent of the farm's commercial vegetable allotment, for an acreage equal to 125 percent of the acreage of commercial vegetables unless the county committee finds that the acreage of commercial vegetables is less than 80 percent of such allotment because of flood or drought.

5. Deduction:

a. In all counties $20.00 per acre of land devoted to commercial vegetables in excess of the larger of the commercial vegetable allotment determined for the farm or three acres.

b. $20.00 per acre of land in Suffolk and Nassau Counties planted to commercial vegetables and also planted to potatoes in the 1941 crop year in excess of the usual acreage of commercial vegetables with potatoes.

C. WHEAT IN NASSAU, SUFFOLK AND GLOUCESTER COUNTIES

1. National goal. The 1941 national goal for wheat is 60 million to 65 million acres.

2. State allotments. The State wheat allotments are as follows:

State	Acres
Maine	4,283
New Jersey	54,455
New York	239,496
Pennsylvania	850,089

3. County acreage allotments. County wheat acreage allotments

shall be determined by distributing the State wheat allotment among the counties in such State pro rata on the basis of the acreage seeded for the production of wheat plus the acreage divided under agricultural adjustment or conservation programs in such counties during the ten years 1930 to 1939, with appropriate adjustments for abnormal weather conditions and trends in acreage.

4. Farm acreage allotments. Farm wheat acreage allotments shall be determined for farms on which wheat has been planted for harvest in one or more of the years 1938, 1939, and 1940, on the basis of tillable acreage and crop rotation practices, as reflected in the usual acreage of wheat on the farms, with adjustments of not to exceed 25 percent on account of the type of soil and topography. The usual acreage shall be the average annual acreage of wheat seeded for harvest plus the acreage diverted from the production of wheat under agricultural adjustment and conservation programs during three or more consecutive years of the period 1935-1940. Years in which the acreage seeded to wheat (a) was abnormally low due to extreme flood or drought, (b) is not typical of the farm for 1941 due to customary crop rotation practices, a change in such practices, or a change in the acreage of cropland on the farm, or (c) was abnormally high due to failure of crops other than wheat, shall be eliminated in determining the usual acreage. If all the years of the period are either thus eliminated or eliminated for lack of data, the usual acreage shall be appraised by comparing the farm with other farms in the community or county which are similar with respect to crop rotation practices, tillable acres, type of soil and topography, and for which usual acreages have been determined, or by the ratio of wheat acreage to cropland in the community or in the county. For those farms for which the usual acreages used in determining 1940 farm wheat allotments satisfy the foregoing conditions, the 1940 usual wheat acreages may be used in determining 1941 wheat allotments. The county allotment of wheat, less appropriate reserves, shall be apportioned on the basis of the usual acreages so determined.

Not more than 3 percent of the county wheat allotment shall be apportioned to farms in a county on which wheat will be seeded for harvest in 1941 but on which wheat was not seeded for harvest in any one of the three years 1938, 1939, and 1940, on the basis of tillable acreage, crop rotation practices, type of soil, and topography. If the acreage seeded to wheat for harvest in 1941 on any such farm is less than the 1941 wheat allotment, the allotment shall be reduced to the acreage seeded to wheat.

The wheat allotment for any farm shall compare with the wheat allotments determined for other farms in the same community which are similar with respect to the foregoing factors and the wheat allotments determined for farms in a county shall not exceed their proportionate share of the county wheat allotment.

5. Usual acreage of wheat. Usual acreages of wheat shall be determined for all non-wheat allotment farms on which the normal acreage of wheat harvested as grain, or for any other purpose after reaching maturity, is more than ten acres. The usual acreage of wheat shall be determined on the basis of the past acreage with due allowance for diversion under previous programs, the effects of abnormal weather conditions, tillable acreage, crop rotation practices, type of soil, and topography. The sum of the usual wheat acreages determined for such farms in a county shall not exceed the sum of the average acreages of wheat harvested for grain, or for any other purpose after reaching maturity, on such farms in the two years 1937 and 1938.

6. Program yields. For each farm for which a wheat allotment is determined or a deduction is computed, a program yield shall be determined as follows:

a. Where reliable records of the actual average yields per acre of wheat for the ten years 1930 to 1939 are presented by the farmer or are available to the committee, the program yield for the farm shall be the average of such yields adjusted for trends and abnormal weather conditons.

b. If for any year of such ten-year period reliable records of the actual average yield are not available or there was no actual yield on the farm in such year, the program yield for the farm shall be the yield which, on the basis of all available facts, including the yield for years for which data are available, weather conditions, type of soil, drainage, production practices, and general fertility of the land, the county committee determines to be the yield which was or could reasonably have been expected on the farm for such ten-year period.

c. The yields determined under subdivision b of this subparagraph 6 shall be adjusted so that the weighted average of the program yields for all farms in the county shall not exceed the county yield established by the Secretary.

7. Non-wheat-allotment farm means (a) a farm for which no wheat allotment is determined or (b) a farm for which a wheat allotment is determined and the county committee approves, in accordance with instructions issued by the Agricultural Adjustment Administration, the classification of such farm for the purposes of the 1941 Program as a non-wheat-allotment farm.

8. Acreage planted to wheat means (a) any acreage of land devoted to seeded wheat (except when such crop is seeded in a mixture), (b) any acreage of land which is seeded to a mixture containing wheat designated under (a) above but on which the crops other than wheat fail to reach maturity and the wheat reaches maturity.

9. Payment: (Wheat-allotment farms) 8 cents per bushel of the program yield of wheat for the farm for each acre in its wheat allotment, or if the acreage planted to wheat is less than 80 percent of the farm's wheat allotment, for an acreage equal to 125 percent of the acreage of wheat unless the county committee finds that the acreage of wheat is less than 80 percent of such allotment because of flood or drought.

10. Deduction:

a. (Wheat-allotment farms) 50 cents per bushel of the program yield for the farm for each acre planted to wheat in excess of its wheat allotment.

b. (Non-wheat-allotment farms) 50 cents per bushel of the program yield for the farm for each acre of wheat harvested for grain or for any other purpose after reaching maturity in excess of the usual acreage of wheat for the farm or 10 acres, whichever is larger.

D. MISCELLANEOUS

1. Correction of errors. Notwithstanding any other provision of this section, where the Agricultural Adjustment Administration finds that an error in a county or State office resulted in an allotment or yield for a farm which is substantially less than that which would otherwise have been determined, the correction of such allotment or yield may be authorized without requiring a redetermination of other farm allotments or yields in the county, unless such error has resulted in farm allotments or yields for other farms in the county which are substantially higher than they otherwise would have been.

2. Required acreage of erosion-resisting crops in Gloucester County, New Jersey. A deduction of $5.00 shall be made for each acre by which the acreage of erosion-resisting crops and land uses on the farm is less than the required acreage of such crops and land uses. Such deduction shall be made only for the farms on which a potato or wheat allotment is determined. The required acreage of erosion-resisting crops and land uses shall be 30 percent of the cropland on the farm. Erosion-resisting crops and land uses may include only cropland which is devoted in the program year to one or more of the following crops or uses: Biennial or perennial legumes, perennial grasses, ryegrass, green manure crops, cowpeas, winter legumes, soybeans from which seed are not harvested by mechanical means, sweet clover, fall-seeded small grains used as green manure or cover crops, forest trees, land on which approved terraces are constructed and no soil-depleting crop is grown.

Such acreages may be planted on land from which a soil-depleting crop is harvested under the 1941 Program, but acreages of these crops interplanted with soil-depleting row crops shall not be counted.

Section II. SOIL-BUILDING GOALS, PAYMENTS, AND PRACTICES

A. National goal. The national goal is the conservation of farm land, the restoration, insofar as practicable, of a permanent vegetative cover on land not needed for or unsuited to the continued production of cultivated crops, and the carrying-out of soil-building practices that will conserve and improve soil fertility and prevent wind and water erosion.

B. County goals. County goals may be established for particular soil-building practices which are most needed in the county in order to conserve and improve soil fertility and to prevent wind and water erosion. The county committee, with the approval of the State committee, may designate those practices which will be approved for payment in the county in order that the soil-building allowance will be used most effectively to bring about added conservation and to secure the carrying-out of soil-building practices most needed on farms in the county.

The county committee, with the approval of the State committee, may specify for any group of farms in the county a proportion of the soil-building allowance which may be earned only by carrying out designated soil-building practices which are most needed and are not routine.

C. Farm goals. Insofar as practicable, the county committee shall determine for individual farms practices to be carried out which are not routine farming practices on the farm, but which are needed on the farm in order to conserve and improve soil fertility and prevent wind and water erosion and which will tend to accomplish the goals established for the county with respect to particular soil-building practices.

D. Soil-building allowance. The soil-building allowance which is the maximum payment that will be computed for carrying out soil-building practices, shall be the sum of the following: Provided, that for any farm with respect to which the sum of the maximum payments computed under section I and subparagraphs 1 to 4, inclusive, of this paragraph D is less than $20.00, the amount determined under this paragraph D shall be increased by the amount of the difference.

1. $1.80 per acre of commercial orchards on the farm.

2. 40 cents in Coos, Belknap, Nassau, Suffolk, and Gloucester Counties, 10 cents in York County, and 20 cents in Windham and New London Counties, per acre of fenced noncrop open pasture land in excess of one-half of the number of acres of cropland in the farm which is capable of maintaining during the normal pasture season at least one animal unit for each 5 acres of such pasture land.

3. 70 cents per acre of cropland in excess of the potato and wheat acreage with respect to which payments are computed.

4. In Gloucester County, $1.30 per acre of the commercial vegetable allotment determined for the farm.

E. Reforestation allowance. $15.00, except in Coos and Belknap Counties, New Hampshire, may be earned by planting forest trees in accordance with instructions issued for the State by the Agricultural Adjustment Administration.

F. Pasture improvement allowance.

1. Belknap and Coos Counties, New Hampshire. Each farm on which there are at least four bovine animal units may be furnished sufficient ground limestone and superphosphate for each bovine animal unit on the farm to improve one-tenth acre of open pasture land at the rate of 2,000 pounds of ground limestone and 500 pounds of 20% superphosphate per acre.

2. Windham and New London Counties, Connecticut. Each farm on which there are at least five bovine animal units may be furnished triple superphosphate or its equivalent and ground limestone in accordance with the following schedule for improving open pasture land at the rate of 2,000 pounds of ground limestone and 200 pounds of triple superphosphate or its equivant per acre.

Animal units	Pasture improvement allowance	
	Triple superphosphate (pounds)	Limestone (pounds)
5 to 9, inclusive	100	1,000
10 to 14, inclusive	200	2,000
15 to 19, inclusive	300	3,000
20 to 24, inclusive	400	4,000
25 to 29, inclusive	500	5,000
etc.		

3. York County, Maine. Each farm on which there are at least 5 bovine animal units may be furnished 20% superphosphate and ground limestone in accordance with the following schedule for improving open pasture land at the rate of 2,000 pounds of ground limestone and 400 pounds of 20% superphosphate per acre.

Animal units	Pasture improvement allowance	
	20% superphosphate	Limestone
	(pounds)	(pounds)
5 to 9, inclusive	200	1,000
10 to 14, inclusive	400	2,000
15 to 19, inclusive	600	3,000
20 to 24, inclusive	800	4,000
25 to 29, inclusive	1,000	5,000
etc.		

4. For the purpose of this pasture improvement allowance, any dairy or beef animal that has reached the age of two and one-half years or has freshened shall be considered one bovine animal unit. Any dairy or beef animal younger than this but over six months of age shall be considered as one-half a bovine animal unit.

Open pasture land improved under this allowance must be approved in advance by the county committee and must be properly cleared of brush.

5. In order to qualify for the material under the pasture improvement allowance, it is necessary for a farmer to apply an amount of liming material and superphosphate which he purchases himself or obtains under the regular soil-building allowance equal to the amount furnished under the pasture improvement allowance to an equal acreage of other pasture land. If he does not do this the cost of the material furnished under the pasture improvement allowance will be deducted from any other payment otherwise earned on the farm. If any of the material furnished under the pasture improvement allowance is disposed of or used for purposes other than carrying out approved soil-building practices, twice the cost of the material will be deducted from any payment otherwise earned on the farm.

G. Deduction for failure to maintain practices under previous programs. Where the county committee, in accordance with instructions of the State committee, determines that (1) terraces constructed, forest trees planted, or pastures established under previous agricultural conservation programs are not maintained in accordance with good farming practices, (2) seedings of perennial legumes or grasses are destroyed after producers have been informed that the destruction of such legumes or grasses is contrary to good farming practice, or (3) the effectiveness of any soil-building practice carried out under a previous program is destroyed in 1941 contrary to good farming practice, there shall be deducted from payments which would otherwise be made with respect to the farm an amount equal to the payment which would be made under the 1941 Program for a similar amount of such practices.

H. Soil-building practices. The numbers listed opposite the names of the counties in the following schedule indicate paragraphs of section 2(f) in ACP-1941 which contain practices approved by the county committee and which qualify for payment at not more than the rates indicated in ACP-1941 when such practices are carried out during the program year as specified in instructions issued by the Agricultural Adjustment Administration for the State in which the counties are located:

Belknap and Coos Counties: 1(i), 1(ii), 1(iii), 3(ii), 4, 6, 11, 15, 17, 18, 21, 25, 31, 33, 41, 42, 44, and 48.

Windham and New London Counties: 1(i), 1(ii), 1(iii), 3(ii), 4, 6, 17, 18, 21, 31, 41, 42, 44, and 48.

York County: 1(i), 1(ii), 1(iii), 3(ii), 4, 6, 17, 18, 21, 22, 31, 33, 36, 38, 41, 42, 44, and 48.

Suffolk and Nassau Counties: 1(i), 1(ii), 1(iii), 3(ii), 4, 6, 15, 17, 18, 21, 26, 31, 41, 42, 44, 47, and 48.

Gloucester County: 1(i), 1(ii), 1(iii), 3(ii), 4, 6, 7, 15, 17, 18, 21, 22, 27, 31, 33, 38, 41, 42, 48, 51, and 52.

Farmers in Gloucester County, New Jersey, may earn the commercial vegetable allotment item of their soil-building allowance by the use of the following additional practice:

PRACTICE NO. 24 - ANNUAL SYSTEM OF GREEN MANURE CROPS
RATE OF PAYMENT, $20 PER ACRE

Devoting cropland to a system of green manure crops which is approved by the county committee and which is carried out during the entire 1941 crop growing season, including the seeding of a cover crop and leaving it on the land for the winter of 1941-42.

No payment will be made for practices contained in paragraphs 17, 18, or seeding annual ryegrass under paragraph 7 of section 2(f) of ACP-1941 when carried out on the same land for which payment is made for this practice.

If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or other materials furnished by any State or Federal agency other than the Agricultural Adjustment Administration, no payment will be made for such practice. If less than one-half of the total cost of carrying out any practice is represented by such items, payment shall be made for one-half of such practice. Labor, seed, trees, and materials furnished to a State or political subdivision of a State or an agency thereof by an agency of the same State shall not be deemed to have been furnished by "any State . . . . agency" within the meaning of this paragraph.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to have been paid for in whole or in part by a State or Federal agency.

Section III. DIVISION OF PAYMENTS AND DEDUCTIONS

A. Payments and deductions in connection with commercial vegetables, potatoes, and wheat.

1. The net payment or net deduction computed for any farm with respect to commercial vegetables, wheat, and potatoes shall be divided among the landlords, tenants, and sharecroppers in the same proportion (expressed in percentages) that such persons are determined by the county committee to be entitled, as of the time of harvest, to share in proceeds (other than a fixed commodity payment) of such crop grown on the farm in 1941. Such determination shall be made at the time the county committee approves the application for payment: Provided, That if any such crop is not grown on the farm in 1941 or the acreage of such crop is substantially reduced by flood, hail, drought, insects, or plantbed diseases, the net payment or net deduction computed for such crop shall be divided among the landlords, tenants, and sharecroppers in the proportion that the county committee determines such persons would have been entitled to share in the proceeds of such crop if the entire acreage in the acreage allotment for such crop had been planted and harvested in 1941.

2. The deductions with respect to insufficient acreage of erosion-resisting crops in Gloucester County and insufficient acreage of grasses or legumes in Nassau and Suffolk Counties shall be regarded as pro rata deductions with respect to the payments computed in connection with commercial vegetable, potato, and wheat acreage allotments. The deduction for failure to maintain soil-building practices carried out under previous programs shall be divided among the persons who the county committee determines were responsible for the failure to maintain the practices in the proportion that the county committee finds such persons were responsible.

B. Payments in connection with soil-building practices.

The amount of the net payment earned in carrying out soil-building practices shall be paid to the landlord, tenant, or sharecropper who carried out the practices. If more than one such person contributed to the carrying-out of soil-building practices on the farm under the 1941 program, the net payment shall be divided in the proportion that the county committee, subject to review by the State committee, determines such persons contributed to the carrying-out of such practices on the farm under such program.

In making this determination the county committee shall take into consideration the value of the labor, equipment, or material contributed by each person toward the carrying-out of each soil-building

practice on a particular acreage, assuming that each person contributed equally unless it is established to the satisfaction of the county committee that their respective contributions thereto were not in equal proportion .

C. Proration of net deductions. If the sum of the net payments computed for all persons on a farm exceeds the sum of the net deductions computed for all persons on such farm, the sum of the net deductions computed for all persons on such farm shall be prorated among the persons on such farm for whom a net payment is computed, on the basis of such computed net payments. If the sum of the net deductions computed for all persons on a farm equals or exceeds the sum of the net payments computed for all persons on such farm, no payment will be made with respect to such farm and the amount of such net deductions in excess of the net payments shall be prorated among the persons on such farm for whom a net deduction is computed, on the basis of such computed net deductions.

Section IV. INCREASE IN SMALL PAYMENTS

A. The total payment computed under sections I to III for any person with respect to any farm shall be increased as follows:

1. Any payment amounting to 71 cents or less shall be increased to $1.00;

2. Any payment amounting to more than 71 cents but less than $1.00 shall be increased by 40 percent;

3. Any payment amounting to $1.00 or more shall be increased in accordance with the following schedule:

Amount of payment computed	Increase in Payment	Amount of payment computed	Increase in Payment
$1.00 to $1.99 - - -	$0.40	$16.00 to $16.99 - -	$6.40
$2.00 to $2.99 - - -	0.80	$17.00 to $17.99 - -	6.80
$3.00 to $3.99 - - -	1.20	$18.00 to $18.99 - -	7.20
$4.00 to $4.99 - - -	1.60	$19.00 to $19.99 - -	7.60
$5.00 to $5.99 - - -	2.00	$20.00 to $20.99 - -	8.00
$6.00 to $6.99 - - -	2.40	$21.00 to $21.99 - -	8.20
$7.00 to $7.99 - - -	2.80	$22.00 to $22.99 - -	8.40
$8.00 to $8.99 - - -	3.20	$23.00 to $23.99 - -	8.60
$9.00 to $9.99 - - -	3.60	$24.00 to $24.99 - -	8.80
$10.00 to $10.99 - -	4.00	$25.00 to $25.99 - -	9.00
$11.00 to $11.99 - -	4.40	$26.00 to $26.99 - -	9.20
$12.00 to $12.99 - -	4.80	$27.00 to $27.99 - -	9.40
$13.00 to $13.99 - -	5.20	$28.00 to $28.99 - -	9.60
$14.00 to $14.99 - -	5.60	$29.00 to $29.99 - -	9.80
$15.00 to $15.99 - -	6.00	$30.00 to $30.99 - -	10.00
		$31.00 to $31.99 - -	10.20

Amount of payment computed	Increase in Payment	Amount of payment computed	Increase in payment
$32.00 to $32.99	$10.40	$47.00 to $47.99	$12.70
$33.00 to $33.99	10.60	$48.00 to $48.99	12.80
$34.00 to $34.99	10.80	$49.00 to $49.99	12.90
$35.00 to $35.99	11.00	$50.00 to $50.99	13.00
$36.00 to $36.99	11.20	$51.00 to $51.99	13.10
$37.00 to $37.99	11.40	$52.00 to $52.99	13.20
$38.00 to $38.99	11.60	$53.00 to $53.99	13.30
$39.00 to $39.99	11.80	$54.00 to $54.99	13.40
$40.00 to $40.99	12.00	$55.00 to $55.99	13.50
$41.00 to $41.99	12.10	$56.00 to $56.99	13.60
$42.00 to $42.99	12.20	$57.00 to $57.99	13.70
$43.00 to $43.99	12.30	$58.00 to $58.99	13.80
$44.00 to $44.99	12.40	$59.00 to $59.99	13.90
$45.00 to $45.99	12.50	$60.00 to $185.99	14.00
$46.00 to $46.99	12.60	$186.00 to $199.99	(1)
		$200.00 and over	(2)

(1) Increase to $200.00

(2) No increase

Section V. PAYMENTS LIMITED TO $10,000

The total of all payments made in connection with programs for 1941 under section 8 of the Soil Conservation and Domestic Allotment Act to any individual, partnership, or estate with respect to farms located within a single State shall not exceed the sum of $10,000, prior to deduction for association expenses in the county or counties with respect to which the particular payments are made. The total of all payments made in connection with such programs to any person other than an individual, partnership, or estate with respect to farms, ranching units, and turpentine places in the United States (including Alaska, Hawaii, and Puerto Rico) shall not exceed the sum of $10,000, prior to deduction for association expenses in the county or counties with respect to which the particular payments are made.

All or any part of any payment which has been or otherwise would be made to any person under the 1941 Program may be withheld or required to be returned if he has adopted or participated in adopting any scheme or device, including the dissolution, reorganization, revival, formation, or use of any corporation, partnership, estate, trust, or any other means, which was designed to evade, or would have the effect of evading, the provisions of this section.

Section VI. DEDUCTIONS INCURRED ON OTHER FARMS

A. Other farms in the same county. If the deductions computed under sections I and II with respect to any farm in a county exceed

the payment for full performance on such farm computed under such sections, a person's share of the amount by which such deduction exceeds such payments shall be deducted from such person's share of the payment which would otherwise be made to him with respect to any other farm or farms in such county.

B. Other farms in the State. If the deductions computed under sections I and II for a person with respect to one or more farms in a county exceed the payments computed for such person on the other farms in such county, the amount of such excess deductions shall be deducted from the payments computed for such person with respect to any other farm or farms in the State if the State committee finds that the crops grown and practices adopted on the farm or farms with respect to which such deductions are computed substantially offset the contribution to the program made on such other farm or farms.

Section VII. DEDUCTION FOR ASSOCIATION EXPENSES

There shall be deducted pro rata from the payments with respect to any farm all or such part as the Secretary may prescribe of the estimated administrative expenses incurred or to be incurred by the county agricultural conservation association in the county in which the farm is located.

Section VIII. CONSERVATION MATERIALS

Wherever it is found practicable, limestone, superphosphate, trees, seeds, and other farming materials and terracing services may be furnished by the Agricultural Adjustment Administration to be used in carrying out approved soil-building practices on the farm in lieu of payments.

Wherever such materials or services are furnished a deduction shall be made in an amount determined by the Agricultural Adjustment Administration on the basis approved by the Secretary. If the producer uses any such material in a manner which is not in substantial accord with the purpose for which such material was furnished, an additional deduction for the material misused equal to the amount of the original deduction for such material shall be made.

The deduction for materials or services shall be made from payment due the person who obtained the materials or services on the same or any other farm in the county. In the event the amount of the deduction for materials or services exceeds the amount of the payment for the producer subject to deduction, the amount of such difference will be deducted insofar as possible from payments computed for other persons on the farm with respect to which such materials or services were furnished. Any deficit shall be paid by the producer who obtained the material to the Secretary.

Notwithstanding any other provision herein for any farm (1) for which no deductions are applicable and (2) for which no application for

payment is filed or if an application were filed the only net payment computed would be for the use of conservation materials or services, the materials or services furnished shall be in lieu of any payments which might be computed for the farm.

Section IX. GENERAL PROVISIONS RELATING TO PAYMENTS

A. Payment Restricted to Effectuation of Purposes of the Program.

1. All or any part of any payment which otherwise would be made to any person under the 1941 Program may be withheld or required to be returned (a) if he adopts or has adopted any practice which tends to defeat any of the purposes of the 1941 or previous agricultural conservation programs, (b) if, by means of any corporation, partnership, estate, trust, or any other device, or in any manner whatsoever, he has offset, or has participated in offsetting, in whole or in part, the performance for which such payment is otherwise authorized, or (c) if, with respect to woodland owned or controlled by him, he adopts or has adopted any practice which is contrary to sound conservation practices.

Practices which tend to defeat the purposes of the 1941 Program and the amount of the payment which shall be withheld or required to be refunded in each such case shall include, but shall not be limited to, the following cases:

	Practice	Amount to be withheld or refunded
a.	A landlord or operator, including the landlord of a cash or standing or fixed-rent tenant, either by oral or written lease, or by an oral or written agreement supplementary to such lease, requires by coercion or induces by subterfuge his tenant or sharecropper to agree to pay to such landlord or operator all or a portion of any Government payment which the tenant or sharecropper has received or is to receive for participating in the 1941 Agricultural Conservation Program.	The entire payment which has been or otherwise would be made to such landlord or operator with respect to the farm.
b.	A landlord or operator requires that his tenant or sharecropper pay, in addition to the customary rental, a sum of money or any thing or service of value equivalent to all or	The entire payment which has been or otherwise would be made to the landlord or operator with respect to the farm.

	a portion of the Government payment which may be, is being, or has been earned by the tenant or sharecropper.	
c.	A landlord or operator knowingly omits the names of one or more of his landlords, tenants, or sharecroppers on an application for payment form or other official document required to be filed in connection with the 1941 Agricultural Conservation Program, or knowingly shows incorrectly his or their acreage shares of a crop, or share of soil-building practices, or otherwise falsifies the record required therein to be submitted in respect to a particular farm, thereby intentionally depriving or attempting to deprive one or more landlords, tenants, or sharecroppers of payments to which they are entitled.	The entire payment which has been or otherwise would be made to such landlord or operator with respect to the farm.
d.	A landlord or operator requires his tenant or sharecropper to execute an assignment, ostensibly covering advances of money or supplies to make a current crop, but actually for a purpose not permitted by the assignment regulations.	The entire payment which has been or otherwise would be made to such landlord or operator with respect to the farm.
e.	A person complies with the provisions of the program on a farm or farms operated by him as an individual, but substantially offsets such performance by the farming operations of a partnership, association, estate, corporation, trust, or other business enter-	All the payments which have been or otherwise would be made to a person who adopts such practices.

	prise in which he has a financial interest and the policies of which he is in a position to control.	
f.	A partnership, association, estate, corporation, trust, or other business enterprise (in which a particular individual is interested) carried on its operations so as to qualify for payment, but one of the persons who is in position to control the operations or policies of such partnership, association, estate, corporation, trust, or other business enterprise substantially offsets such performance by such person's individual operations.	The individual's payments shall be forfeited and the payments to the partnership, association, estate, corporation, trust, or other business enterprise shall be reduced by the amount which the State committee finds or estimates is commensurate with his interest in such enter prise.
g.	A person operates farms in two or more States and substantially offsets his performance in one State by overplanting his farm in another State.	The net amount of the deduction which would be computed for the person for such overplanting if the farms were in the same State.
h.	A person rents land for cash, standing or fixed rent to another person who he knows or has good reason to believe will offset such person's performance by substantially overplanting the acreage allotment for the farm which includes such rented land.	The net amount of the deduction which would be computed if the person were entitled to receive all the crops produced on the rented land.
i.	A person participates in the production of a crop on a farm other than a farm in which he admits having an interest. (A person shall be considered to be participating in the production of a crop if the committee finds that he furnished either machinery, workstock, or financial assistance for the production of such crop and that he has a financial interest in such crop).	The proportion of the net amount of the deduction which would be computed for the farm which the committee determines was such person's interest in the crops produced.

j. A tenant in settling his obligations under a rental contract or agreement supplemental or collateral thereto, pays or renders cash, standing rent or fixed rent, or a share of the crop, or any service or thing of value, aggregating in value in excess of the rental customarily paid in the community for similar land and use, thereby diverting to the landlord the whole or any part of any payment which the tenant is entitled to receive. The application of this rule shall be subject to the approval of the Regional Director.	The whole of any payment with respect to the farm which has been or otherwise would be made to such tenant. There shall be withheld from or required to be refunded by the landlord the whole of the payment with respect to all of his farms under the program involved; Provided, however, where a tenant is renting for a share of the crop only and the tenant's share is 60 percent or less, only the landlord's payments shall be withheld or recovered.
k. A landlord or operator forces or causes, by coercion, subterfuge, or in any manner whatsoever, a tenant or sharecropper to abandon a crop prior to harvest for the purpose of obtaining the share of the payment that would otherwise be made to the tenant or sharecropper with respect to such crop.	The entire payment which has been or would otherwise be made to such landlord or operator with respect to the farm.

2. Allotment payments will be made only for farms which are being operated in 1941. A farm will not be considered to be operated in 1941 unless it is tilled. For the purposesof the 1941 Agricultural Conservation Program a farm will be considered to be tilled only if an acreage equal to at least one-half the sum of the 1941 wheat, potato, and vegetable allotments established for the farm is devoted to one or more of the following uses:

a. Seeded to a crop in 1941.

b. A crop other than biennial or perennial hay is harvested in 1941.

c. Green manure crops are plowed or disked under in 1941.

The farm will also be considered to be tilled if the State committee finds that not enough of the operations a, b, and c above were carried out because of conditions beyond the control of the operator, or if upon recommendation of the State committee, the Regional Director finds that the farm is actually being operated in 1941.

3. No payment will be made to any person with respect to any farm which such person owns or operates in a county if the county committee finds that such person has been negligent and careless in his farming operations by failing to carry out approved erosion-control measures on land under his control to the extent that any part of such land has become an erosion hazard in 1941 to other land in the community in which such farm is located.

B. Payment computed and made without regard to claims.

Any payment or share of payment shall be computed and made without regard to questions of title under State law, without deduction of claims for advances (except as provided in paragraph D of this section, advances for crop insurance premiums for the farm, and indebtedness to the United States subject to set-off under orders issued by the Secretary), and without regard to any claim or lien against any crop, or proceeds thereof, in favor of the owner or any other creditor.

C. Changes in leasing and cropping agreements, reduction in number of tenants, and other devices. If on any farm in 1941 any change of the arrangements which existed on the farm in 1940 is made between the landlord or operator and the tenants or sharecroppers and such change would cause a greater proportion of the payments to be made to the landlord or operator under the 1941 Program than would have been made to the landlord or operator for performance on the farm under the 1940 Program, payments to the landlord or operator under the 1941 Program with respect to the farm shall not be greater than the amount that would have been paid to the landlord or operator if the arrangements which existed on the farm in 1940 had been continued in 1941, unless the county committee certifies that the change is justified and approves such change.

If on any farm the number of sharecroppers or share tenants in 1941 is less than the average number on the farm during the three years 1938, to 1940 and such reduction would increase the payments that would otherwise be made to the landlord or operator, such payments to the landlord or operator shall not be greater than the amount that would otherwise be made, unless the county committee certifies that the reduction is justified and approves such reduction.

The action of the county committee under this paragraph C is subject to approval or disapproval by the State committee.

If the State committee finds that any person who files an application for payment pursuant to the provisions of the 1941 Program has employed any other scheme or device (including coercion, fraud, or misrepresentation) the effect of which would be or has been to deprive any other person of any payment under

any agricultural conservation program to which such person would normally be entitled, the Secretary may withhold, in whole or in part, from the person participating in or employing such a scheme or device, or require such person to refund, in whole or in part, the amount of any payment which has been or would otherwise be made to such person in connection with the 1941 program.

D. Assignments. Any person who may be entitled to any payment in connection with the 1941 Program may assign his interest in such payment as security for cash loaned or advances made for the purpose of financing the making of a crop in 1941. No such assignment will be recognized unless the assignment is made in writing on Form ACP-69 in accordance with the instructions (ACP-70) issued by the Agricultural Adjustment Administration and unless such assignment is entitled to priority as determined under the instructions governing the recording of such assignments issued by the Agricultural Adjustment Administration.

Nothing contained in this paragraph D shall be construed to give an assignee a right to any payment other than that to which the farmer is entitled nor (as provided in the statute) shall the Secretary or any disbursing agent be subject to any suit or liability if payment is made to the farmer without regard to the existance of any such assignment.

E. Excess cotton acreage. Any person who makes application for payment with respect to any farm located in a county in which cotton is planted in 1941 shall file with such application a statement that he has not knowingly planted cotton or caused cotton to be planted, during 1941, on land in any farm in which he has an interest, in excess of the cotton acreage allotment under Section 344 of the Agricultural Adjustment Act of 1938 for the farm for 1941, and that cotton was not planted in excess of such allotment by his authority or with his consent.

Any person who knowingly plants cotton, or causes cotton to be planted, on his farm in 1941 on acreage in excess of the cotton acreage allotment under Section 344 of the Agricultural Adjustment Act of 1938 for the farm for 1941 shall not be eligible for any payment whatsoever, on that farm or any other farm, under the provisions of the 1941 Program. Any person having an interest in the cotton crop on a farm on which cotton is planted in 1941 on an acreage in excess of such cotton acreage allotment for the farm for 1941 shall be presumed to have knowingly planted cotton on his farm on acreage in excess of such farm cotton acreage allotment if notice of the farm allotment is mailed to him prior to the completion of the planting of cotton on the farm, unless the farmer establishes the fact that the excess acreage was planted to cotton due to his lack of knowledge of the number of acres in the tract(s) planted to cotton. Such notice, if mailed to the operator of the farm, shall be deemed to be notice to all persons sharing in the production of cotton on the farm in 1941.

F. Deductions in case of erroneous notice of allotment. Notwithstanding the deduction provisions of section I, in any case where, through error in a county or State office, the producer was officially notified of an acreage allotment for a commodity larger than the finally approved acreage allotment for

that commodity and the county and State committeesfind; if the notice was in writing, or the county and State committees, with the approval of the Administrator, find, if the notice was not in writing, that the producer, acting solely upon information contained in the erroneous notice, planted an acreage to the commodity in excess of the finally approved acreage allotment, the producer will not be considered to have exceeded the acreage allotment for such commodity unless he planted an acreage to the commodity in excess of the allotment erroneously issued, and the deduction for excess acreage will be made only with respect to the acreage in excess of the allotment erroneously issued.

Section X. APPLICATION FOR PAYMENT

A. Persons eligible to file applications. An application for payment with respect to a farm may be made by any person for whom, under the provisions of section III, a share in the payment with respect to the farm may be computed and (1) who is determined by the county committee to be entitled, as of the time of harvest, to share in any of the crops grown on the farm under a lease or operating agreement or as owner-operator, or (2) who is owner or operator of such farm and participates thereon in 1941 in carrying out approved soil-building practices.

B. Time and manner of filing application and information required. Payment will be made only upon application submitted through the county office on or before March 31, 1942. The Secretary reserves the right (1) to withhold payment from any person who fails to file any form or furnish any information required with respect to any farm which such person is operating or renting to another person for a share of the crops grown thereon, and (2) to refuse to accept any application for payment if any form or information required is not submitted to the county office within the time fixed by the Regional Director. At least two weeks' notice to the public shall be given of the expiration of a time limit for filing prescribed forms, and any time limit fixed shall be such as affords a full and fair opportunity to those eligible to file the form within the period prescribed. Such notice shall be given by mailing the same to the office of each county committee and making copies of the same available to the press.

C. Applications for other farms. If a person makes application for payment with respect to a farm in a county and has the right to receive all or a portion of the crops or proceeds therefrom produced on any other farm in the county, such person must make application for payment with respect to all such farms on which crops are grown for which a deduction might be computed. Upon request by the State committee any person shall file with the committee such information as it may request regarding any other farm in the State with respect to which he has the right to receive all or a portion of the crops or proceeds thereof or which he rents to another.

Section XI. APPEALS

Any person may, within 15 days after notice thereof is forwarded to or made available to him, request the county committee in writing to reconsider its recommendation or determination in any of the following matters respecting any farm in the operation of which he has an interest as landlord, tenant, or sharecropper: (a) eligibility to file an application for payment; (b) any allotment, usual acreage, program or actual yield, measurement, or soil-building allowance; (c) the division of payment; or (d) any other matter affecting the right to or the amount of his payment with respect to the farm. The county committee shall notify such person of its decision in writing within 15 days after receipt of such written request for reconsideration. If such person is dissatisfied with the decision of the county committee he may, within 15 days after such decision is forwarded to or made available to him, appeal in writing to the State committee. The State committee shall notify such person of its decision in writing within 30 days after the receipt of the appeal. If such person is dissatisfied with the decision of the State committee, he may, within 15 days after such decision is forwarded to or made available to him, request the Regional Director to review the decision of the State committee.

Written notice of any decision rendered under this section by the county or State committee shall also be issued to each person known to it who, as landlord, tenant, or sharecropper having an interest in the operation of the farm, may be adversely affected by such decision. Only a person who shows that he is adversely affected by the outcome of any request for reconsideration or appeal may appeal the matter further, but any person, who, as landlord, tenant or sharecropper having an interest in the operation of the farm, would be affected by the decision to be made on any reconsideration by the county committee or subsequent appeal shall be given a full and fair hearing if he appears when the hearing thereon is held.

Section XII. DEFINITIONS

For purposes of the 1941 Program, unless the context otherwise requires:

A. OFFICIALS

(1) Secretary means the Secretary of Agriculture of the United States.

(2) Regional Director means the director of the Northeast Division of the Agricultural Adjustment Administration.

(3) State committee or State agricultural conservation committee means the group of persons designated within any State to assist in the administration of the agricultural conservation programs in such State.

(4) County committee or county agricultural conservation committee means the group of persons elected within any county to assist in the administration of the agricultural conservation programs in such county.

B. AREA

Northeast Region means the area included, in the States of Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.

C. FARM

Farm means all adjacent or nearby farm land under the same ownership which is operated by one person, including also:

(1) Any other adjacent or nearby farm land which the county committee, in accordance with instructions issued by the Agricultural Adjustment Administration, determines is operated by the same person as part of the same unit with respect to the rotation of crops and with workstock, farm machinery, and labor substantially separate from that for any other land; and

(2) Any field-rented tract (whether operated by the same or another person) which, together with any other land included in the farm, constitutes a unit with respect to the rotation of crops.

A farm shall be regarded as located in the county or administrative area, as the case may be, in which the principal dwelling is situated, or if there is no dwelling thereon it shall be regarded as located in the county or administrative area, as the case may be, in which the major portion of the farm is located.

D. CROPLAND

Cropland means farm land which in 1940 was tilled or was in regular rotation, excluding any land in commercial orchards.

E. MISCELLANEOUS

1. Person means an individual, partnership, association, corporation, estate, or trust, and wherever applicable, a State, a political subdivision of a State, or any agency thereof.

2. Landlord or owner means a person who owns land and rents such land to another person or operates such land.

3. Sharecropper means a person who works a farm in whole or in part under the general supervision of the operator and is entitled to receive for his labor a share of a crop produced thereon or of the proceeds thereof.

4. Tenant means a person other than a sharecropper who rents land from another person (for cash, a fixed commodity payment, or a share of the proceeds of the crops) and is entitled under a written or oral lease or agreement to receive all or a share of the proceeds of the crops produced thereon.

5. Commercial orchards means the acreage in planted or cultivated fruit trees, nut trees, vineyeards, hops, or bush fruits, on the farm (excluding nonbearing orchards and vineyards) from which the major portion of the production is normally sold.

6. Noncrop open pasture land means pasture land (other than rotation pasture land) on which the predominant growth is forage suitable for grazing and on which the number or grouping of any trees or shrubs is such that the land could not fairly be considered as woodland and which is capable of maintaining during the normal pasture season at least one animal unit for each five acres.

7. Animal unit means one cow, one horse, five sheep, or five goats, two calves, or two colts, or the equivalent thereof,

Section XIII. AUTHORITY, AVAILABILITY OF FUNDS, AND APPLICABILITY

A. Authority. Pursuant to the authority vested in the Secretary of Agriculture under sections 7 to 17, inclusive, of the Soil Conservation and Domestic Allotment Act (49 Stat.1148), as amended, and in connection with the effectuation of the purposes of section 7(a) of said Act in 1941, the payments and conservation materials or services provided for herein will be made for participation in Belknap and Coos Counties, New Hampshire, Windham and New London Counties, Connecticut, York County, Maine, Gloucester County, New Jersey, and Suffolk and Nassau Counties, New York.

B. Availability of funds. The provisions of the 1941 Program are necessarily subject to such legislation affecting said Program as the Congress of the United States may hereafter enact; the making of the payments herein provided are contingent upon such appropriation as the Congress may hereafter provide for such purpose; and the amounts of such payments will necessarily be within the limits finally determined by such appropriation, the apportionment of such appropriation under the provisions of the

Soil Conservation and Domestic Allotment Act, as amended, the final estimate of payments which would be made in each county under the National 1941 Agricultural Conservation Program, and the extent of participation in each county in the 1941 Program. As an adjustment for participation the rates of payment and deduction specified herein for any county with respect to any commodity or item or payment may be increased or decreased from the rates set forth herein by as much as 10 percent.

C. Applicability. The provisions of this bulletin are not applicable to (1) any counties except Balknap and Coos Counties, New Hampshire, Windham and New London Counties, Connecticut, York County, Maine, Gloucester County, New Jersey, and Suffolk and Nassau Counties, New York; (2) any department or bureau of the United States Government and any corporation wholly owned by the United States; and (3) lands owned by the United States which were acquired or reserved for conservation purposes or which are to be retained permanently under Government ownership. Lands under (3) above include, but are not limited to, lands owned by the United States which are administered by the Forest Service or the Soil Conservation Service of the United States Department of Agriculture, or by the Division of Grazing or the Bureau of Biological Survey of the United States Department of the Interior.

The program is applicable to lands owned by corporations which are only partly owned by the United States, such as Federal Land Banks and Production Credit Associations.

The program is also applicable to land owned by the United States or by corporations wholly owned by the United States which is farmed by private persons if such land is to be temporarily under such Government or corporation ownership and was not acquired or reserved for conservation purposes. Such land shall include only that administered by the Farm Security Administration, the Reconstruction Finance Corporation, the Home Owner's Loan Corporation, or the Federal Farm Mortgage Corporation, unless the Agricultural Adjustment Administration finds that land administered by other agencies complies with all of the foregoing provisions for eligibility.

(SEAL)

Done at Washington, D. C.
This 7th day of March,
1941, Witness my hand and the
seal of the Department of
Agriculture.

/s/ CLAUDE R. WICKARD

Secretary of Agriculture.

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NER-500-A-1 Issued September 23, 1941

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Division

SPECIAL 1941 AGRICULTURAL CONSERVATION PROGRAMS FOR THE NORTHEAST REGION

SUPPLEMENT NO. 1

Pursuant to the authority vested in the Secretary of Agriculture under sections 7 to 17, inclusive, of the Soil Conservation and Domestic Allotment Act (49 Stat. 1148), as amended, the Special 1941 Agricultural Conservation Programs for the Northeast Region are amended as follows:

1. Item 4, subsection A, section I, is amended to read as follows:

"Farm Acreage Allotments. A potato acreage allotment shall be determined for each farm for which the normal acreage of potatoes is determined to be three acres or more. No potato acreage allotment shall be less than 3 acres unless it is reduced because there was planted on the farm less than 80 percent of the farm's potato allotment.

Potato acreage allotments shall be determined on the basis of the acreage of potatoes customarily grown on the farm, as reflected in the average acreage during two or more of the years 1936 to 1940, production facilities, good soil management, tillable acreage on the farm, type of soil, and topography. Potato acreage allotments may be determined for farms on which potatoes will be produced in 1941 for the first time since 1936 on the basis of the potato-producing experience of the operator and such of the foregoing factors as are applicable. The potato acreage allotment for any farm shall compare with the potato acreage allotments for other farms in the same community which are similar with respect to such factors. The potato allotments determined for farms in a county shall not exceed their proportionate share of the county potato allotment."

2. Item 3, subsection B, section I is amended to read as follows:

"Commercial vegetables means the planted acreage of annual vegetables or truck crops and the harvested acreage of perennial vegetables, of which any portion of the production is sold to persons not living on the farm, except (1) such crops grown in home gardens for use on the farm; (2) potatoes; (3) dried beans, cowpeas, blackeyed peas, bulbs and flowers, and watermelons; and (4) sweetpotatoes, strawberries, and cantaloupes, except in areas designated by

the Agricultural Adjustment Administration upon recommendation of the State committee: Provided, That all or any part of any vegetable acreage totally destroyed by flood, freeze, insects, or any other cause beyond the control of the operator, which is later replaced by other acreage planted to vegetables on the farm, may be considered as not having been planted; Provided further, That in determining the acreage of commercial vegetables in 1941, the acreage of tomatoes, corn, peas, snap beans, and lima beans grown for processing shall not be considered as commercial vegetables."

3. Item 4, subsection B, section I, is amended to read as follows:

"Payment: $1.30 for each acre in the commercial vegetable acreage allotment determined for the farm, or if the acreage of commercial vegetables plus the acreage of tomatoes, corn, peas, snap beans, and lima beans grown for processing is less than 80 percent of the farm's commercial vegetable allotment, for an acreage equal to 125 percent of the acreage of commercial vegetables plus the acreage of tomatoes, corn, peas, snap beans, and lima beans grown for processing unless the county committee finds that the acreage of commercial vegetables plus the acreage of tomatoes, corn, peas, snap beans, and lima beans grown for processing is less than 80 percent of such allotment because of flood or drought."

4. Item 7, subsection C, section I, is amended to read as follows:

"Non-wheat-allotment farm means (a) any farm for which no wheat allotment was determined prior to September 1, 1940; (b) any farm notified of a usual acreage of wheat, but for which no written request was filed by the operator prior to September 1, 1940, to consider the farm a wheat allotment farm; (c) any farm for which the operator filed with the county committee prior to September 1, 1940, a written request to have the farm considered as a non-wheat-allotment farm; (d) any farm, mistakenly classified as a wheat allotment farm, on which the acreage planted to wheat in excess of the farm wheat allotment was plowed or disked down, pastured, cut for hay or ensilage, or cut and left on the land not later than June 14, 1941, in New Jersey, June 20, 1941, in Pennsylvania, and July 1, 1941, in New York; and (e) any other farm, mistakenly classified as a wheat allotment farm, with a wheat acreage allotment of 15 acres or less and on which the acreage planted to wheat is more than 15 acres."

5. Item 8, subsection C, section I, is amended to read as follows:

"Acreage planted to wheat means (a) any acreage of land

devoted to seeded wheat (except when such crop is seeded in a mixture containing 25 percent or more by weight of rye, barley, or vetch), or (b) any acreage of land which is seeded to a mixture containing wheat designated under (a) above but on which the crops other than wheat fail to reach maturity and the wheat reaches maturity: Provided, That any acreage of land devoted to seeded wheat in excess of the acreage allotment on a non-wheat-allotment farm shall not be considered as planted to wheat if the acreage in excess of the allotment is plowed down, pastured, converted into ensilage, or cut for hay, or otherwise utilized for soil-building purposes by clipping and leaving on the land not later than June 14, 1941, in New Jersey; June 20, 1941, in Pennsylvania; and July 1, 1941, in New York."

6. Item 9, subsection C, section I, is amended to read as follows:

"Payment: (Non-wheat-allotment farms on which the acreage planted to wheat on the farm does not exceed its wheat acreage allotment and wheat allotment farms) 8 cents per bushel of the program yield of wheat for the farm for each acre in its wheat allotment, or if the acreage planted to wheat is less than 80 percent of the farm's wheat allotment, for an acreage equal to 125 percent of the acreage of wheat unless the county committee finds that the acreage of wheat is less than 80 percent of such allotment because of flood or drought."

7. Item 2, subsection D, section I, is hereby deleted.

8. Item 2, subsection F, section II, is hereby amended to read as follows:

"Windham and New London Counties, Connecticut. Each farm on which there are at least five bovine animal units may be furnished triple or 20% superphosphate and ground limestone in accordance with the following schedule for improving open pasture land at the rate of 2,000 pounds of ground limestone and 200 pounds of triple superphosphate or its equivalent per acre.

Animal units	Pasture improvement allowance		
	Superphosphate		Limestone
	Triple	20%	
	(pounds)	(pounds)	(pounds)
5 to 9, inclusive	100	300	1,000
10 to 14, inclusive	200	500	2,000
15 to 19, inclusive	300	700	3,000
20 to 24, inclusive	400	900	4,000
25 to 29, inclusive	500	1,200	5,000"
etc.			

9. Item 2, subsection A, section III, is hereby amended to read as follows:

"The deductions with respect to insufficient acreage of grasses or legumes in Nassau and Suffolk Counties shall be regarded as pro rata deductions with respect to the payments computed in connection with commercial vegetable, potato, and wheat acreage allotments. The deduction for failure to maintain soil-building practices carried out under previous programs shall be divided among the persons who the county committee determines were responsible for the failure to maintain the practices in the proportion that the county committee finds such persons were responsible."

(SEAL)

Done at Washington, D. C. this 23rd day of September, 1941. Witness my hand and the seal of the Department of Agriculture.

/S/ Grover B. Hill
Asst. Secretary of Agriculture.

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NER-508 Issued Sept. 7, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Northeast Division

INSTRUCTIONS FOR DETERMINATION OF ACRES PLANTED TO 1941 WHEAT ON WHEAT ALLOTMENT FARMS

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INSTRUCTIONS FOR DETERMINATION OF ACRES PLANTED TO 1941 WHEAT ON WHEAT ALLOTMENT FARMS

SECTION I. GENERAL INSTRUCTIONS

County committees will arrange to complete the measurement, prior to December 1, 1940, of 1941 wheat on all wheat allotment farms. As soon as possible after such time as the wheat, planted in the fall of 1940, is sufficiently above the ground so that the acreage planted to wheat may be readily determined, farm checkers will visit each 1941 wheat allotment farm to determine the acreage planted to wheat. Wherever applicable these farm visits should be combined with other visits made to the farm in connection with the 1940 Agricultural Conservation Program. The acreage determined to be planted to wheat will be the basis for determining eligibility for 1941 wheat parity payments and wheat payments under the 1941 Agricultural Conservation Program, and will be the acreage planted to wheat in connection with wheat crop insurance.

Form NER-509, "Report of the 1941 Wheat Acreage Planted," will be used for reporting the acreage determined to be planted to wheat on individual farms.

SECTION II. ENTRIES TO BE MADE IN THE COUNTY OFFICE ON FORM NER-509, "REPORT OF THE 1941 WHEAT ACREAGE PLANTED"

A form NER-509 is to be filled out for each wheat allotment farm listed on form NER-513-W (1941 Wheat Listing Sheet) prior to September 1, 1940.

Prior to the farm inspection, the following entries will be made on form NER-509 in the county office for each farm listed on NER-513-W for which a wheat allotment was determined prior to September 1, 1940.

A. Enter in the upper right-hand corner the State and county code and farm serial number, and in counties using aerial photography, there will also be entered the photo numbers of the farm and the numbers of the photographs on which the farm is shown.

B. Enter in section I the 1941 wheat allotment determined for the farm as entered in column 15 of NER-513-W, or, if there is no entry in column 15, as entered in column 14 of NER-513-W.

C. Enter in section II, column (a) the names of the persons, insofar as they are known, who will be entitled to share in the 1941 wheat crop on the farm. In column (b) enter each person's relationship to the farm, insofar as it is known, such as, owner, cash renter, share tenant, or sharecropper. In column (d) enter the mail address of each person whose name appears in column (a).

SECTION III. ENTRIES TO BE MADE BY THE FARM CHECKER ON FORM NER-509

Farm checkers will obtain the following information, and record such information on form NER-509. The farm checker at the time of making the farm inspection should have with him the most recent farm map prepared for the farm and the measurements previously made of fields on that farm.

A. Entries for section II. The farm checker will verify the entries made by the county office in columns (a), (b), and (d) of section II, making any necessary corrections by drawing a line through the entry made by the county office and writing the corrected entry above. Columns (a), (b), and (d), when completed by the farm checker, will contain the name, relationship to the farm, and address of each person who is entitled to share in the 1941 wheat crop on the farm. Enter in column (e), opposite each person's name, the percentage share which each such person has in the wheat crop at the time of the farm inspection. The sum of all the entries in column (e) will equal 100%. The farm checker at the time of the farm visit will determine as far as possible whether any of the persons, whose names appear in column (a), have an interest in the 1941 wheat crop planted or to be planted on other farms. Enter this information in column (c), giving the farm serial numbers, if known, of the other farms, or other information which will help to identify the other farms in which the person has an interest in the wheat crop.

B. Measurement of wheat acreages. Wheat planted for all purposes, including wheat in mixtures containing less than 25% by weight of rye, winter barley, or vetch, will be measured except where actual measurements have been previously made and are available and will be reported on form NER-509. The farm checker will also determine the fields and the parts of fields on which wheat has been seeded in mixtures containing 25% or more by weight of rye, winter barley, or vetch, and will make an estimate of such acreages. Where field measurements are made by the farm checker, he will sketch on the copy of the farm tracing or on the back of NER-509 in section VIII, the fields or parts of fields on which measurements are made showing the measurements made and computation of acreages. The farm checker will also assign to each field or part of field, letters and field subdivision numbers corresponding, as far as possible, to the lettering for the same fields on maps previously prepared for the farm.

In counties using aerial photography, and where field boundaries are found to differ from those shown on the photograph, the farm checker will sketch or identify in the farm tracing or in section VIII, each field planted to wheat and indicate any measurements required to enable a planimeter operator to properly determine the acreage of wheat in the field. In such instances the farm checker will letter the fields shown on the farm tracing or sketch map in section VIII to correspond with the same fields as shown on the photograph.

C. Entries in section III, "Wheat Acreages." The farm checker will enter in column (a) the field letter of each field planted to wheat, including wheat planted in a mixture containing less than 25% by weight of rye, winter barley, or vetch. In column (b) the farm checker will enter the measured acreage if it is computed in the field at the time of inspection or has been determined by a previous measurement. In the event no wheat is planted on the farm for 1941, the farm checker will write in column (b) the word, "none."

D. Entries to be made in section IV, "Wheat Seeded with Other Crops." For all fields or parts of fields which the farm checker finds have been seeded with wheat in a mixture containing 25% or more by weight of rye, winter barley, or vetch, the farm checker will enter in column (a), the field letter and field subdivision number of such field. In column (b) the farm checker will enter the description of the mixture seeded in each field, giving the name and number of pounds per acre of each grain seeded. In the event that no wheat is planted in such mixtures, the farm checker will write in column (c) the word, "none."

E. Certification of the operator in section V. The farm checker will determine for each farm whether the operator intends to plant more wheat than is planted on the farm at the time of the farm visit, and if the operator does not intend to plant an additional acreage of wheat, the farm checker will obtain the signature of the operator in section V and will enter the date on which the signature was obtained. If the farm checker determines that the operator will make additional plantings to wheat, he will indicate in section VII the approximate date that a final visit can be made to determine the entire acreage planted to wheat for 1941.

F. Certification of farm checker in section VI. After completing form NER-509, the farm checker will sign the form in section VI, indicating the date of the farm inspection. In case a second inspection of the farm is made, the farm checker who makes such second inspection will sign the form at that time, indicating the date of such second inspection.

G. Entries to be made in section IX. This space is provided for the farm checker to enter any other pertinent information regarding the farm or any person whose name appears in column (a), section II, which may have a bearing on compliance with the 1941 wheat allotment.

SECTION IV. COUNTY OFFICE PROCEDURE AFTER FARM INSPECTION

After NER-509 has been returned to the county office by the farm checker, the county office will review all returned forms NER-509 to determine which farms will require reinspections. Forms NER-509 for such farms will be reassigned to farm checkers with instructions to reinspect the farm as soon as possible after the date entered in section VII.

All forms NER-509 which have been signed by the operator in section V will be checked by county office clerks to determine that the entries in sections III and IV have been properly computed, and the proper information entered with respect to field letters and acreages. In cases where wheat acreage will be determined in the county office by planimeter operators, such determinations will be entered in column (b) of section III, and a total obtained of all the entries in column (b), section III.

All forms NER-509 on which the final determination of wheat planted for 1941 has been made will be filed together in a separate file for reference in determining eligibility for 1941 wheat parity payments,

1941 Agricultural Conservation Program wheat payments, and planted acres of wheat for wheat crop insurance.

SECTION V. REPORT OF WHEAT ACREAGE SEEDED

A. County office report. Each county office should submit a report to the State office not later than December 15, 1940, showing:

1. The total number of acres of wheat planted on wheat allotment farms as reported on forms NER-509.

2. The number of farms included in "1" above on which the 1940 wheat acreage allotment was over-planted.

B. State office report. Each State office will submit not later than December 31, 1940, to the Regional Director, a summary by counties of the county office reports requested in "A" above.

Issued with the approval of the Administrator of the Agricultural Adjustment Administration on September 7, 1940.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

Issued April 1940. .

NER-501 (Preliminary)

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Division

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PROCEDURE FOR DETERMINING 1941 WHEAT ACREAGE ALLOTMENTS, USUAL ACREAGES, AND YIELDS

(Applicable in New York, Pennsylvania and New Jersey)

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OUTLINE OF PROCEDURE

Usual Acreages

Usual acreages are set for all listed wheat farms and any others enrolled in the 1941 program. The usual acreages for all farms will be the same as were determined in 1940, except for "new" farms, or where a change is requested by a committeeman or the operator. In these cases, usual acreages are determined by the county committee, with the advice of community committeemen.

Allotments

In designated "wheat counties", allotments will be set for all farms with usual acreages of 10 acres or more and for any other farm on request of the operator; in "non-wheat counties" only on request of the operator.

In each county a so-called "allotment factor" is established. This is the percentage that any farm's allotment is of its usual acreage. Setting allotments is a matter of multiplying usual acreages by this percentage, except that the unused part of the reserve for "new" farms may be used for making adjustments.

Yields

In designated "wheat counties", yields will be determined for all farms with usual acreages; in "non-wheat counties" only for farms with wheat allotments. A special procedure is provided for setting yields in counties in which wheat insurance is offered.

Check by State Office

When usual acreages, allotments, and yields have been determined, they will be submitted to the State office for a check as to whether they are within the limits set for the counties.

Notices

After the State office has given approval of the usual acreages, allotments, and yields determined by the county committees, notices of these usual acreages, allotments, and yields will be prepared and mailed to the operators of all wheat farms. Community committeemen and community committee assistants will personally explain the wheat program to the operators of farms for which wheat allotments are determined.

Adjustment in Usual Acreages, Allotments, or Yields

Any operator may appeal to the county committee for revision of the usual acreage, allotment, or yield determined for his farm within 15 days after the date shown on the notice. The county committee will consider all such appeals and make such adjustments as they believe are justified within the limit of the county reserve for adjustments. Adjustments may also be made by the county committee to correct for errors.

SECTION I. GENERAL PROVISIONS OF THE 1941 WHEAT PROGRAM

A. Classification of Farms.

The operator of any wheat farm may exercise the option to have his farm considered either a wheat allotment farm or a non-wheat allotment farm by filing a written request with the county committee prior to September 1, 1940. No 1941 wheat allotments will be determined after September 1, 1940. On any allotment wheat farm there may be planted, without deduction from payments otherwise earned, an acreage of wheat not in excess of the allotment determined for the farm, and the farm will be eligible for a wheat conservation payment, wheat crop insurance, and, if applicable to the 1941 crop, a wheat loan and wheat parity payment. Any acreage classified as planted to wheat in excess of the wheat allotment will be subject to the regular rate of deduction for wheat.

A non-wheat allotment farm will incur a deduction at the regular rate of deduction for wheat, from any payment otherwise earned, for each acre harvested for grain or for any other purpose after reaching maturity, in excess of the usual wheat acreage determined for the farm, or 10 acres, whichever is larger. A non-wheat allotment farm will be eligible for crop insurance, but will not be eligible for a wheat conservation payment, a wheat loan or wheat parity payment.

Farms upon which wheat was seeded for harvest in at least one of the years 1938, 1939, and 1940, will be known as "old" wheat farms. Farms upon which wheat was not seeded for harvest in any one of these three years, but upon which wheat will be seeded for harvest in 1941, will be known as "new" wheat farms. Not more than 3% of the total county allotment will be available for "new" farms.

B. Wheat Counties.

The State Committee will determine and designate as "wheat counties" those counties which have 50 or more farms on which the usual acreage of wheat was determined to be 10 acres or more under the 1940 Agricultural Conservation Program, unless any such county is excluded by the State Committee with the approval of the Regional Director.

In "wheat counties" the county committees will, in accordance with the provisions of this bulletin, determine usual acreages of wheat for all wheat farms, and wheat acreage allotments for those farms having usual wheat acreages of 10 acres or more. County committees will notify, prior to July 15, 1940, the operators of farms for which wheat allotments are determined of the allotments determined for such farms, and the operators of farms for which wheat allotments are not determined, of the usual acreages determined for such farms.

C. Non-wheat Counties.

All counties in the State other than the "wheat counties" will be considered as "non-wheat counties". In these counties the county committees will determine, in accordance with the provisions of this bulletin, usual acreages of wheat for all known wheat farms and notify, prior to July 15, 1940, the operators of such farms of such usual acreages.

SECTION II. PREPARATION OF THE BASIC DATA

A. County Wheat Data Sheet (NER-502).

This form is used by the county office to determine what acreage the county committee can allot to listed farms.

The State office will prepare for each county two copies of a Form NER-502 entitled "_____ County Wheat Data Sheet", a copy of which is attached.

The county office will transmit a copy of NER-502 to the State office at the time the listing sheets are transmitted for audit.

B. Determination of Usual Acreages and Allotments for "Old" Farms.

County committees with the help of community committees will determine usual acreages for all "old" farms. If they agree that no change is required, the 1940 usual acreage may be used for 1941. If they feel that a change is required, the community committeemen will recommend a usual acreage on the basis of the 1937-39 average planted, plus diverted acreage, and changes in the acreage of cropland on the farm. The county committees may accept this recommendation or adjust it to a usual acreage which they feel is correct.

If not already complete, the county office will prepare for each community, listing sheets NER-312, NER-313, NER-413, and NER-513-W,-"Wheat Form-1941". A "--" (dash) should be used in the space where annual acreage is to be entered if data are not available and a "0" (zero) if the annual acreage is known to be zero.

1. Listing on NER-312. (Farms already listed need not be re-listed.)

Column 1. Enter here the farm serial number.

Column 2. Enter in this column the name of the farm operator.

2. Listing on NER-313. (Farms already listed need not be re-listed.)

Column 3. No entry will be made in this column for farms not

already listed.

Column 4. "1937 Acres". Enter in this column the acreage of wheat planted for harvest in 1937.

For farms located in Adams, Berks, Chester, Cumberland, Delaware, Franklin, Lancaster, Lebanon and York Counties in Pennsylvania, and on which wheat acreage was actually diverted under the 1937 program, the diverted acreage of wheat will be determined by the county committee and entered in red ink as a separate entry in the same column space immediately above the entry for wheat planted for harvest on the farm in 1937.

Column 5. "1938 Acres". Enter in this column the acreage of wheat planted for harvest in 1938.

3. Listing on NER-413. (Farms already listed need not be re-listed).

Column 6. "1939 Acres". Enter in this column the acreage of wheat planted for harvest in 1939. This entry will be obtained from NER-322, Section XI, line 2 or 6.

4. Listing on NER-513-W. All entries on NER-513-W shall be made in ink. Transfer cropland ratio from NER-413 to space provided at top of NER-513-W.

Column 7. "1940 Acres". Enter in this column the acreage of wheat planted for harvest in 1940 for all farms on which the 1940 wheat acreage has been determined. This entry will be obtained from NER-409, Section III. The 1940 acreage will be used only as a guide by the county committee and will not be used in computing the average acreage for the farm.

Column 8. "Total Cropland". Enter the total acreage of cropland on the farm in 1940 only for farms for which the cropland ration must be used to determine an entry for column 10. For farms previously listed and where there has been no change in cropland, this entry will be obtained from NER-413, column 7, and for farms not previously listed, this entry will be obtained from NER-322, line 23, Section X. For farms having interplanted orchards this entry will be the cropland figure corrected in accordance with NER-417, Section IV-A.

Column 9. "Average 1937-39 Acres". Enter in this column the average of the entries in columns 4 and 5 of NER-313, and column 6 of NER-413, for the farm.

Column 10. "Adjusted Average". The community and county committees will review the usual acreage determined for the farm for 1940 entered in column 12 of NER-413. If they determine that the 1940 usual acreage is applicable for 1941, no entry will be made in this column.

However, if, due to crop rotation practices or a change in the acreage of cropland on the farm, the 1940 usual is not applicable to the farm for 1941, and entry will be made in column 10 which will be the average of the acreages of wheat planted on the farm in 1937, 1938 and 1939, except that the county committee will eliminate any of these years in which, it determines, the acreage on the farm was abnormal. The acreage in any year will be determined to be abnormal if:

(a) The acreage of wheat was unusually small due to extreme flood or drought; or

(b) The acreage of wheat was abnormally large due to lost seedings of grasses of legumes in the previous year.

The entry for any year eliminated is to be encircled. If the farm was designated as a wheat allotment farm for 1939, the 1939 planted acres, as entered in column 6 of NER-413, may be adjusted for diversion. Where adjustments for diversion are made, encircle the planted acreage figure and enter the adjusted acreage figure above the planted acres figure in column 5 of NER-413. The adjusted figure shall not exceed 130% of the wheat acreage allotment determined for the farm for 1939 and entered in column 14 of NER-313.

The average of the years not encircled will be entered in column 10. If, for any farm, all such years are eliminated, the entry for column 10 will be obtained by multiplying the cropland for the farm, as entered in column 8, by the cropland ration figure appearing at the top of NER-313-W.

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Column 11. "Community Committee Recommendation." Make an entry in column 11 only where there is an entry in column 10 for the farm. Any adjustments recommended by the community committee in the adjusted average acreage as entered in column 10 of NER-513-W will be entered in column 11 and shall not exceed by more than 25% the computed preliminary usual acreage as entered in column 10 of NER-513-W.

Column 12. "County Committee Recommendation." Enter in this column the county committee's recommendation for the preliminary usual wheat acreage for each farm. If the 1940 usual acreage is applicable for 1941, this entry will be obtained from column 12 of NER-413. If the 1940 usual acreage is not applicable for 1941, a new usual acreage will be recommended by the county committee on the basis of the community committee recommendation, and the adjusted average as shown in column 10 shall not exceed by more than 25% the computed usual acreage as entered in column 10 of NER-513-W.

Column 13. "Adjusted Usual Acreages." The entries in this column will be the adjusted usual wheat acreage for the farm subject only to appeals or correction for error. Before making any entries in this column the county office will:

(a) Obtain a total of all of the entries for each of the columns 4 and 5 of NER-313. (Add all of the circled entries together with the uncircled entries when obtaining these totals.)

(b) Determine the average of the totals of columns 4 and 5 of NER-313.

(c) If the total of the entries in column 12 exceeds the result obtained in Item (b) above, determine a percentage by dividing the result obtained in Item (b) above by such total and enter this percentage in the heading in column 13. Multiply each entry in column 12 by such percentage and enter the result in column 13. If the total of the entries in column 12 does not exceed the result obtained in Item (b) above, the entries in column 12 will be transferred to column 13.

Column 14. "Approved Allotment." Enter at the top of the listing sheet in the space entitled "Allotment Factor" the percentage figure obtained by dividing Item 7 of NER-502 by the sum of all the entries in column 13 of NER-513-W.

In wheat counties, this percentage factor will be applied to each entry in column 13 which is 10 acres or more, and to all other entries in column 13 for which a wheat allotment is requested. The result obtained will be entered in column 14 and will be the wheat allotment for the farm subject only to appeal and correction for errors. In all other counties this percentage factor will be applied only to those entries in column 13 for the farms for which wheat allotments are requested.

Column 15. "Final Allotment." No entries are required in this column.

C. Determination of Allotments and Usual Acreages for "New" Farms.

County committees will determine allotments for "new" farms for which written requests are on file in the county offices before September 1, 1940. If "new" wheat farms are not enrolled in the program before September 1, 1940, they will be considered non-wheat allotment farms and the county committees will determine usual acreages but no allotments for them.

The county committee will determine, in accordance with the following procedure, a wheat allotment for a "new" farm, provided a written request is on file in the county office for such allotment prior to September 1, 1940. Otherwise a "new" farm will be considered a non-wheat allotment farm and the county committee will determine, in accordance with the following procedure, a usual acreage of 10 acres or more for such farm.

The sum of all wheat allotments and usual acreages of more than 10 acres shall not exceed the allotment available for "new" farms as entered in Item 3 of NER-502. List all "new" farms on NER-312 and NER-513-W in the following manner. ("New" farms may be listed on the same NER-312's as "old" farms, but they shall be listed on different NER-513-W's).

1. Listing on NER-312. The entries for "new" farms will be made in the same manner as for "old" farms.

2. Listing on NER-513-W. Enter in the upper left-hand corner of NER-513-W "1941 New Wheat Farms". Transfer cropland ratio from NER-413 to space provided at top of NER-513-W.

Column 7. Blank.

Column 8. "Total Cropland". Enter in this column the 1940 acreage of cropland.

Column 9. Requested Allotment. Enter in the column heading the words "Requested Allotment". Enter in this column the wheat allotment requested for 1941 by the operator.

Column 10. Ratio x Cropland. Enter in the column heading the words "Ratio x Cropland". Apply the cropland ratio figure to the entry in column 18 and enter the result in column 10.

Column 11. Allotment Limit. Enter in the column heading the words "Allotment Limit". Apply the allotment factor appearing at the top of NER-513-W for "old" farms to each of the entries in column 10 and enter the result in column 11.

Column 12. Usual Acreage. Enter in the column heading the words "Usual Acreage". An entry will be made in this column only when a "new" farm does not request to be considered a wheat allotment farm. For such farms enter in this column the usual acreages recommended by the county committee to be comparable to usual acreages on "old" farms in the same community, which are similar in respect to size of cropland, crop rotation practices, type of soil and topography. However, the amount of any such usual acreage in excess of 10 acres shall only be allowed if available from the 3% reserve available for "new" farms and cannot exceed the entry in column 10 for the same farm.

Column 13. Preliminary Allotment. Enter in the column heading the words "Preliminary Allotment". Enter in this

column a preliminary allotment recommended by the county committee for each "new" farm. Such allotments should be comparable with allotments for "old" farms which are similar in respect to tillable acreage, type of soil and topography, and shall not exceed for any farm the smaller of; (1) the requested allotment as entered in column 9, or (2) the allotment limit as entered in column 11.

Column 14. Allotment. Enter in the column heading the word "Allotment". If the sum of the entries in column 13 exceeds the 3 % reserve for "new" farms as entered in Item 3 of NER-502, such entries will be adjusted pro rata to bring the total within the 3% reserve, and the resulting allotments will be entered in column 14 as the approved allotments for "new" farms. If the sum of the entries in column 13 does not exceed the 3% allotment reserve, the entries in column 13 will be transferred to column 14 as the approved allotments.

However, in the event the 1941 acreage planted to wheat on a "new" farm is less than the allotment determined for the farm by the county committee, such wheat allotment will automatically be reduced to the acreage of wheat planted on the farm for harvest in 1941.

SECTION III. DETERMINATION OF YIELDS - 1941

A. Crop Insurance Counties.

In counties in which the Federal Crop Insurance Yield Procedure is used, the farm yield, for purposes of payment and deduction with respect to the 1941 wheat acreage allotment, will be the adjusted average yield determined for the purpose of Crop Insurance, as listed in column 15 or 17 of Form FCI-103-W-NER.

B. Other Counties.

In all other counties in which wheat acreage allotments are determined, normal yields will be determined in the following manner on NER-513-W.

Column 16. "Preliminary Yield". Enter the normal yield for the farm recommended by the county committee. This recommended normal yield for the farm will be the yield which the county committee determines could normally be expected, after considering all available facts, such as; production practices, type of soil, general fertility of the land, and the yield customarily made on the farm. The 1941 normal yield may be the same yield as was determined for the farm under the 1940

Agricultural Conservation Program, as entered in column 16 of NER-413, if considered by the county committee to be equitable as compared with yields for other farms.

Column 17. "Total Yield". Multiply the adjusted usual acreage shown in column 13 by the preliminary yield for the farm as entered in column 16 and enter the result in this column.

Column 18. "Approved Yield". The total of all the entries in column 17 will be divided by the total of all the entries in column 13. If the result thus obtained does not exceed the approved county average yield, the yield entered in column 16 will be entered in column 18 as the approved yield for the farm. If, however, the result thus obtained does exceed the county average yield, the yields entered in column 16 will be reduced pro rata in an amount sufficient so that the weighted average of all the yields does not exceed the county average yield. The yields thus adjusted will be entered in column 18 as the approved yields for the farms.

In counties where no 1941 wheat acreage allotments are determined, it will not be necessary to determine yields in accordance with above instructions. In such counties, normal yields will be determined only for farms on which deductions are incurred for harvested acreages of wheat in excess of the usual acreages determined for the farms. If it appears equitable, the county average yield may be determined to be the normal yield for the farm.

C. Farms For Which 10-Year Records Are Available.

Notwithstanding the instructions contained above in subsections A and B of this Section, for any farm for which reliable records of the actual average yield per acre for the years 1930 to 1939, inclusive, are presented by the operator or are available to the committee, the normal yield for the farm shall be the average of such ten-year actual yields, adjusted for trends and abnormal weather conditions. The normal yields thus determined on the basis of ten-year actual production records will not be adjusted further to conform with the county average yield.

SECTION IV. TRANSMITTAL OF DATA TO STATE OFFICE

: The State offices will check county listing sheets to make sure that: :county limits have not been exceeded. :

A. Preparation and Transmittal of Necessary Data to State Office.

Upon completion, but not later than June 15, 1940, the county office will transmit the following forms to the State office.

1. A copy of the County NER-502.

2. NER-313's, NER-413's, NER-513-W's for wheat farms. Make sure that each NER-513-W, NER-413, and NER-313 is numbered the same as the related NER-312 and that the farm serial numbers are entered in column 20 of NER-513-W.

3. NER-419 "Allotment Check Sheet".

   (a) In designated "wheat counties" list on NER-419 the approved allotments and yields determined for all allotment wheat farms.

   (b) In "non-wheat counties" list on NER-419 the approved usual acreages only for those farms having a usual acreage of 10 acres or more.

   Prepare NER-419 according to instructions outlined in NER-417, Section III, using all columns. No allotment or yield other than for wheat will be entered on these NER-419's.

B. Notification of the State Office of Reclassification of Farms.

Immediately after September 1, 1940, and in no case later than September 10, 1940, the county office will prepare a NER-419 "Allotment Check Sheet" marked "Supplemental" and list thereon the approved wheat allotment or usual acreage for all of the farms which have exercised an option after the State office audit of the listing sheets. In designated "wheat counties" list all of the farms which have elected to change from allotment farms to nonallotment farms and vice versa after the State office audit of the listing sheets. In preparing the supplemental NER-419 for designated "wheat counties" the allotments and usual wheat acreages will be listed in two separate columns which are marked at the top of the columns "Wheat Allotments" and "Wheat Usuals" respectively. In all other counties list on NER-419 all the farms which have chosen to be considered wheat allotment farms after the State office audit of the listing sheets.

SECTION V. FARM NOTICES

Notices of usual acreages, allotments, and yields will be mailed by the county offices to operators of all farms for which usual wheat acreages or wheat allotments are determined.

Upon receipt of approved listing sheets from the State office, the county office will prepare and mail to the operator of each wheat allotment farm a notice, Form ACP-116B, of the wheat allotment and yield determined for the farm, and to the operator of each non-wheat allotment farm a notice, Form ACP-116C, of the usual acreage determined for such farm, and yield, if determined. In crop insurance counties the approved premium rate will also be shown on the notice. All such notices will be prepared in duplicate, one copy mailed to the operator and one copy kept for the county office file.

SECTION VI. PREPARATION OF COUNTY ALLOTMENT RESERVE SHEET AND RECORD OF ADJUSTMENTS

All counties in which wheat is grown will use allotment reserve sheets to help them avoid using more acreage for adjustments of usual acreages and allotments than they are authorized to use.

A. County Allotment Reserve Sheet.

1. Purpose.

Each county office upon completion of the farm notices will prepare a County Allotment Reserve Sheet. The purpose of this sheet is to; (1) assemble in one place all of the determinations made by the county committee which affect the county wheat allotment reserve, and (2) keep a current balance of the unused portion of this reserve for reference by the county committee at any time.

The sheet will be prepared on a Form NER-413 with nine column headings labeled as shown in the attached example. The sheet will be placed in the front of the county office listing sheet binder and every adjustment to a wheat allotment or usual acreage made by the county committee will be entered on the sheet and supported by a corresponding NER-416. Wheat allotments and usual acreages determined for "new" farms will also be recorded on the sheet.

2. Instructions for Preparation and Use.

List all known "new" farms on the County Allotment Reserve Sheet before listing any adjustments made for "old" farms. Any portion of Item 3 of NER-502 not used for "new" farms may be used for making adjustments in usual acreages and allotments of listed farms. After all known "new" farms are listed on the County Allotment Reserve Sheet, this portion of Item 3 of NER-502 will be transferred from column (2) to column (6).

Column (1) "Farm Serial Number". Enter in this column the farm serial number of every farm for which an adjustment is made in the usual acreage or allotment due to error or appeals and the farm serial number of every "new" farm granted an allotment or usual acreage.

Column (2) "Allotment Reserve 'New' Farms". Enter on the first line of this column the county allotment available for "new" farms as entered in Item 3 of NER-502. The last entry in this column will always be the unused portion of the county allotment for "new" farms.

Column (3) "Allotments Determined for 'New' Farms". Enter as a separate item in this column, opposite the farm serial number in column (1) the allotment determined for each "new" farm. Any entry appearing in this column will be subtracted from the last entry in column (2) and the result will be the remaining county allotments for "new" farms and will be entered in column (2) on the same line.

Column (4) "Usuals Determined for 'New' Farms". Enter as separate items in this column usual acreages of more than 10 acres, if any, determined for "new" farms on the same line as the farm serial number appearing in column (1). Whenever there is an entry made in column (4) a new entry will be made in column (5) showing the remaining usual acreage available for "new" farms.

Column (5) "Usual Acreage Reserve 'New' Farms". Enter on the first line of this column the acreage available for determining usuals of more than 10 acres for "new" farms. This entry will be obtained by dividing the allotment for "new" farms appearing in column (2) by the allotment factor for the county. Since the entry for this column can be obtained at any time by dividing the current allotment reserve for "new" farms by the allotment factor, it will be necessary to make further entries in column (5) only at such times as usual acreages are determined for "new" farms.

Column (6) "Allotment Reserve 'Old' Farms". After all known "new" farms have been listed, transfer the unused portion of the county allotment for "new" farms (this will be the last entry in column (2)) to column (6). The entries in this column will be kept current by the subtraction or addition of any allotment used in making adjustments for errors or the granting of appeals. The last entry in this column will always be the unused portion of the county allotment reserve.

Column (7) "Adjustments in Allotments 'Old' Farms". Enter in this column any adjustments made in original allotments and precede the entry by a plus or minus sign to indicate whether the reserve was reduced or increased by the amount entered in this column. Any entry appearing in this column will be either added to or subtracted from the last entry in column (6), which will be the allotment reserve after making the adjustment.

Column (8) "Adjustments in Usuals 'Old' Farms". Enter in this column any adjustments in usual acreages due to errors or appeals, and precede the entry by a plus or minus sign to indicate whether the usual acreage reserve was reduced or increased by the amount of the entry in this column. Whenever there is an entry made in this column a new entry will be made in column (9) showing the remaining usual acreage reserve, and a new entry will be computed for column (6) by multiplying the new entry in column (9) by the allotment factor. The product will be entered on the same line in column (6).

Column (9) "Usual Acreage Reserve 'Old' Farms". Enter on the first line of this column the acreage available for adjustments in usuals for "old" farms. This entry will be obtained by dividing the allotment reserve as shown in column (6) by the allotment factor which appears in the space provided at the top of NER-513-W. Since the entry for this column can be obtained at any time by dividing the current allotment reserve by the allotment factor, it will be necessary to make further entries in column (9) only at such time as adjustments are granted in usual acreages.

SAMPLE: County Allotment Reserve Sheet

ALLOTMENT FACTOR 75%

Farm Serial Number	Allotment Reserve "New" Farms (Acres)	Allotments Determined for "New" Farms (Acres)	Usuals Determined for "New" Farms (Acres)	Usual Acreage Reserve "New" Farms (Acres)	Allotment Reserve "Old" Farms (Acres)	Adjustments in Allotments "Old" Farms + or - (Acres)	Adjustments in Usuals "Old" Farms + or - (Acres)	Usual Acreage Reserve "Old" Farms (Acres)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
XXXX	600.0	XXXX	XXXX	800.0				
1560	580.0	- 20.0						
1561	540.0	- 40.0		720.0				
1562	515.0		- 20.0	700.0	515.0			
201					509.0	-6		
406					505.0	-4		673.3
709					490.0		- 20	653.3

B. Record of Adjustments.

A form NER-416 "Record of Adjustment" will be prepared in duplicate according to the instructions outlined in NER-417, Section VIII, for each adjustment by the county committee in acreage allotments, usual acreages or yields made after the mailing of notices to farmers and which represent changes in acreage allotments, usual acreages, and yields as shown on check sheets NER-419, previously forwarded to the State office. The original of each NER-416 will be mailed promptly to the State office and a copy retained in the county office files.

SECTION VII. FARM CONTACTS

: Under the direction of county committees, community committeemen and: :community committee assistants will personally discuss the wheat program : :with the operators of farms for which wheat allotments are determined. :

A. Duties of Person Making Farm Contact.

In designated "wheat counties", the county committee will arrange for a farm visit to all wheat allotment farms prior to September 1, 1940, and as soon as possible after farm notices have been mailed. It is not required that non-wheat allotment farm operators be personally contacted. Persons selected to make the farm contact will be given the responsibility of explaining the 1941 wheat program, including the taking of applications for wheat crop insurance in counties where insurance is offered.

The operator of any wheat farm may request to have his farm considered an allotment or non-wheat allotment farm, provided such request is filed in writing with the county committee prior to September 1, 1940, or the date on which planting is started, whichever is earlier. The person making the farm contact will take the county office copy of the farm notice with him, and write on the notice the word "Allotment" or "Nonallotment", whichever the operator requests to have the farm considered and obtain the signature of the farm operator to the statement. They should be extremely sure that each farm operator contacted thoroughly understands the choice made, and that August 31 1940, or the date on which planting is started, whichever is earlier, is the final date for filing written requests to have the classification of their farm changed from allotment to nonallotment, or vice versa. The county offic will make sure that all of these county office copies of the farm notice are returned to the county office by the persons making the farm contact. No request will be considered by the county committee which is filed after August 31, 1940. For each such request granted the county committee will prepare and mail a new farm notice notifying the farm operator and any person who is on record in the county office as having an interest in the farm of th action taken by the county committee in respect to such request.

B. County Training School.

The county committee with the help of a representative from the State office will arrange to hold a one-day training school for the persons chosen to make the farm contact in respect to the 1941 wheat program. At that

school all provisions of the 1941 program will be carefully explained so that each person who will contact wheat growers will be fully acquainted with its provisions.

SECTION VIII. RECLASSIFICATION OF FARMS ON LISTING SHEET NER-513-W

The county office will record on NER-513-W any change in the classification of a farm from allotment to nonallotment or vice versa, as the case may be, in the following manner:

For nonallotment farms requesting to be considered allotment farms the county committee will determine an allotment for the farm by applying the allotment factor to the usual acreage as entered in column 13 of NER-513-W and enter the result as an allotment in column 14.

For allotment farms requesting to be considered nonallotment farms, encircle the allotment which has been determined for the farm, and entered in column 14 of NER-513-W. The adjusted usual acreage for such farm will be the entry in column 13, subject only to appeal.

SECTION IX. REVISION OF ALLOTMENTS AND USUAL ACREAGES DUE TO ERRORS AND APPEALS

A. Appeals.

Any person interested in the wheat crop is privileged to appeal, in writing, to the county committee for reconsideration of the 1941 allotment or usual acreage within 15 days from the date appearing on the farm notice. The county committee will review each appeal and notify the appellant of its decision, in writing, within 15 days after receipt of the request for reconsideration.

B. Basis for Revisions.

1. Usual Acreages.

Revisions in usual acreages will be made only upon evidence satisfactory to the county committee that such revision is justified because of more accurate information concerning the farm, including corrections in historical acreages in the base period and a further consideration of the size of tillable acreage on the farm, crop rotation practices, type of soil and topography.

In each case the operator of the farm will be mailed a revised farm notice. The revised usual acreage will be entered in column 13 of NER-513-W by drawing a line through the original entry and entering the revised usual just above. A record of such adjustment will be made in the prescribed manner with the use of Form NER-416.

2. Allotments.

Revisions in allotments will be made only upon evidence satisfactory to the county committee that such revision is justified due to errors in historical acreages in the base period and/or failure to properly consider size of tillable acreage on the farm, crop rotation practices, type of soil and topography.

In each case where there has been a revision in the allotment, the operator will be mailed a revised notice and the revised allotment will be entered in column 15 of NER-513-W and NER-416 will be used in the prescribed manner for recording such adjustment.

C. Adjustments for Errors.

All allotments and usual acreages are subject to adjustment by the county committee if later found to be in error due to incorrect information at the time of determination, or to a change in the cropland of the farm.

SECTION X. RULE OF FRACTIONS

All acreage figures will be computed to the nearest whole tenth of an acre and fractions ending in hundredths of more than 5 shall be rounded upward to the next tenth of an acre; hundredths of 5 or less shall be dropped. In counties other than crop insurance counties, yields shall be computed to the nearest tenth in the same manner.

SECTION XI. DEFINITIONS

"Cropland" means farm land which in 1940 was tilled or was in regular rotation excluding any land in commercial orchards.

"Farm", as used herein, has the same meaning as is defined in Bulletin NER-400.

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

County Wheat Data Sheet (NER-502)

	Items	Source of Entry
Line 1.	County 1941 Wheat Acreage Allotment _____ Acres	State office entry.
" 2.	County Allotment Available for "Old" Farms _____ Acres	State office entry. (97% of Item 1)
" 3.	County Allotment Available for "New" Farms _____ Acres	State office entry. (3% of Item 1)
" 4.	Average 1938-1939 Wheat Acreage for All Farms Listed on NER-313 and NER-413 _____ Acres	County office entry. (Average of total of Col. 5, NER-313, and Col. 6, NER-413. To obtain total of Col. 6, NER-413, add only figures which have not been adjusted for diversion.
" 5.	County Average 1938-1939 Wheat Acreage _____ Acres	State office entry.
" 6.	Ratio of Item 4 to Item 5 _____ Percent	County office entry. (Divide Item 4 by Item 5)
" 7.	Allotment Available for "Old" Farms Listed on NER-313 and NER-413. _____ Acres	County office entry. (Item 6 x Item 2)
" 8.	Reserve Allotment for Farms Not Listed _____ Acres	County office entry. (Item 2 minus Item 7)
" 9.	County Average Yield	State office entry.

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NER-508 Issued Sept. 7, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Northeast Division

INSTRUCTIONS FOR DETERMINATION OF ACRES PLANTED TO 1941 WHEAT ON WHEAT ALLOTMENT FARMS

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INSTRUCTIONS FOR DETERMINATION OF ACRES PLANTED TO 1941 WHEAT ON WHEAT ALLOTMENT FARMS

SECTION I. GENERAL INSTRUCTIONS

County committees will arange to complete the measurement, prior to December 1, 1940, of 1941 wheat on all wheat allotment farms. As soon as possible after such time as the wheat, planted in the fall of 1940, is sufficiently above the ground so that the acreage planted to wheat may be readily determined, farm checkers will visit each 1941 wheat allotment farm to determine the acreage planted to wheat. Wherever applicable these farm visits should be combined with other visits made to the farm in connection with the 1940 Agricultural Conservation Program. The acreage determined to be planted to wheat will be the basis for determining eligibility for 1941 wheat parity payments and wheat payments under the 1941 Agricultural Conservation Program, and will be the acreage planted to wheat in connection with wheat crop insurance.

Form NER-509, "Report of the 1941 Wheat Acreage Planted," will be used for reporting the acreage determined to be planted to wheat on individual farms.

SECTION II. ENTRIES TO BE MADE IN THE COUNTY OFFICE ON FORM NER-509, "REPORT OF THE 1941 WHEAT ACREAGE PLANTED"

A form NER-509 is to be filled out for each wheat allotment farm listed on form NER-513-W (1941 Wheat Listing Sheet) prior to September 1, 1940.

Prior to the farm inspection, the following entries will be made on form NER-509 in the county office for each farm listed on NER-513-W for which a wheat allotment was determined prior to September 1, 1940.

A. Enter in the upper right-hand corner the State and county code and farm serial number, and in counties using aerial photography, there will also be entered the photo numbers of the farm and the numbers of the photographs on which the farm is shown.

B. Enter in section I the 1941 wheat allotment determined for the farm as entered in column 15 of NER-513-W, or, if there is no entry in column 15, as entered in column 14 of NER-513-W.

C. Enter in section II, column (a) the names of the persons, insofar as they are known, who will be entitled to share in the 1941 wheat crop on the farm. In column (b) enter each person's relationship to the farm, insofar as it is known, such as, owner, cash renter, share tenant, or sharecropper. In column (d) enter the mail address of each person whose name appears in column (a).

SECTION III. ENTRIES TO BE MADE BY THE FARM CHECKER ON FORM NER-509

Farm checkers will obtain the following information, and record such information on form NER-509. The farm checker at the time of making the farm inspection should have with him the most recent farm map prepared for the farm and the measurements previously made of fields on that farm.

A. Entries for section II. The farm checker will verify the entries made by the county office in columns (a), (b), and (d) of section II, making any necessary corrections by drawing a line through the entry made by the county office and writing the corrected entry above. Columns (a), (b), and (d), when completed by the farm checker, will contain the name, relationship to the farm, and address of each person who is entitled to share in the 1941 wheat crop on the farm. Enter in column (e), opposite each person's name, the percentage share which each such person has in the wheat crop at the time of the farm inspection. The sum of all the entries in column (e) will equal 100%. The farm checker at the time of the farm visit will determine as far as possible whether any of the persons, whose names appear in column (a), have an interest in the 1941 wheat crop planted or to be planted on other farms. Enter this information in column (c), giving the farm serial numbers, if known, of the other farms, or other information which will help to identify the other farms in which the person has an interest in the wheat crop.

B. Measurement of wheat acreages. Wheat planted for all purposes, including wheat in mixtures containing less than 25% by weight of rye, winter barley, or vetch, will be measured except where actual measurements have been previously made and are available and will be reported on form NER-509. The farm checker will also determine the fields and the parts of fields on which wheat has been seeded in mixtures containing 25% or more by weight of rye, winter barley, or vetch, and will make an estimate of such acreages. Where field measurements are made by the farm checker, he will sketch on the copy of the farm tracing or on the back of NER-509 in section VIII, the fields or parts of fields on which measurements are made showing the measurements made and computation of acreages. The farm checker will also assign to each field or part of field, letters and field subdivision numbers corresponding, as far as possible, to the lettering for the same fields on maps previously prepared for the farm.

In counties using aerial photography, and where field boundaries are found to differ from those shown on the photograph, the farm checker will sketch or identify in the farm tracing or in section VIII, each field planted to wheat and indicate any measurements required to enable a planimeter operator to properly determine the acreage of wheat in the field. In such instances the farm checker will letter the fields shown on the farm tracing or sketch map in section VIII to correspond with the same fields as shown on the photograph.

C. Entries in section III, "Wheat Acreages." The farm checker will enter in column (a) the field letter of each field planted to wheat, including wheat planted in a mixture containing less than 25% by weight of rye, winter barley, or vetch. In column (b) the farm checker will enter the measured acreage if it is computed in the field at the time of inspection or has been determined by a previous measurement. In the event no wheat is planted on the farm for 1941, the farm checker will write in column (b) the word, "none."

D. Entries to be made in section IV, "Wheat Seeded with Other Crops." For all fields or parts of fields which the farm checker finds have been seeded with wheat in a mixture containing 25% or more by weight of rye, winter barley, or vetch, the farm checker will enter in column (a), the field letter and field subdivision number of such field. In column (b) the farm checker will enter the description of the mixture seeded in each field, giving the name and number of pounds per acre of each grain seeded. In the event that no wheat is planted in such mixtures, the farm checker will write in column (c) the word, "none."

E. Certification of the operator in section V. The farm checker will determine for each farm whether the operator intends to plant more wheat than is planted on the farm at the time of the farm visit, and if the operator does not intend to plant an additional acreage of wheat, the farm checker will obtain the signature of the operator in section V and will enter the date on which the signature was obtained. If the farm checker determines that the operator will make additional plantings to wheat, he will indicate in section VII the approximate date that a final visit can be made to determine the entire acreage planted to wheat for 1941.

F. Certification of farm checker in section VI. After completing form NER-509, the farm checker will sign the form in section VI, indicating the date of the farm inspection. In case a second inspection of the farm is made, the farm checker who makes such second inspection will sign the form at that time, indicating the date of such second inspection.

G. Entries to be made in section IX. This space is provided for the farm checker to enter any other pertinent information regarding the farm or any person whose name appears in column (a), section II, which may have a bearing on compliance with the 1941 wheat allotment.

SECTION IV. COUNTY OFFICE PROCEDURE AFTER FARM INSPECTION

After NER-509 has been returned to the county office by the farm checker, the county office will review all returned forms NER-509 to determine which farms will require reinspections. Forms NER-509 for such farms will be reassigned to farm checkers with instructions to reinspect the farm as soon as possible after the date entered in section VII.

All forms NER-509 which have been signed by the operator in section V will be checked by county office clerks to determine that the entries in sections III and IV have been properly computed, and the proper information entered with respect to field letters and acreages. In cases where wheat acreage will be determined in the county office by planimeter operators, such determinations will be entered in column (b) of section III, and a total obtained of all the entries in column (b), section III.

All forms NER-509 on which the final determination of wheat planted for 1941 has been made will be filed together in a separate file for reference in determining eligibility for 1941 wheat parity payments,

1941 Agricultural Conservation Program wheat payments, and planted acres of wheat for wheat crop insurance.

SECTION V. REPORT OF WHEAT ACREAGE SEEDED

A. County office report. Each county office should submit a report to the State office not later than December 15, 1940, showing:

1. The total number of acres of wheat planted on wheat allotment farms as reported on forms NER-509.

2. The number of farms included in "1" above on which the 1940 wheat acreage allotment was over-planted.

B. State office report. Each State office will submit not later than December 31, 1940, to the Regional Director, a summary by counties of the county office reports requested in "A" above.

Issued with the approval of the Administrator of the Agricultural Adjustment Administration on September 7, 1940.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

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INSTRUCTIONS FOR DETERMINATION OF ACRES PLANTED TO 1941 WHEAT ON WHEAT ALLOTMENT FARMS

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INSTRUCTIONS FOR DETERMINATION OF ACRES PLANTED TO 1941 WHEAT ON WHEAT ALLOTMENT FARMS

SECTION I. GENERAL INSTRUCTIONS

County committees will arange to complete the measurement, prior to December 1, 1940, of 1941 wheat on all wheat allotment farms. As soon as possible after such time as the wheat, planted in the fall of 1940, is sufficiently above the ground so that the acreage planted to wheat may be readily determined, farm checkers will visit each 1941 wheat allotment farm to determine the acreage planted to wheat. Wherever applicable these farm visits should be combined with other visits made to the farm in connection with the 1940 Agricultural Conservation Program. The acreage determined to be planted to wheat will be the basis for determining eligibility for 1941 wheat parity payments and wheat payments under the 1941 Agricultural Conservation Program, and will be the acreage planted to wheat in connection with wheat crop insurance.

Form NER-509, "Report of the 1941 Wheat Acreage Planted," will be used for reporting the acreage determined to be planted to wheat on individual farms.

SECTION II. ENTRIES TO BE MADE IN THE COUNTY OFFICE ON FORM NER-509, "REPORT OF THE 1941 WHEAT ACREAGE PLANTED"

A form NER-509 is to be filled out for each wheat allotment farm listed on form NER-513-W (1941 Wheat Listing Sheet) prior to September 1, 1940.

Prior to the farm inspection, the following entries will be made on form NER-509 in the county office for each farm listed on NER-513-W for which a wheat allotment was determined prior to September 1, 1940.

A. Enter in the upper right-hand corner the State and county code and farm serial number, and in counties using aerial photography, there will also be entered the photo numbers of the farm and the numbers of the photographs on which the farm is shown.

B. Enter in section I the 1941 wheat allotment determined for the farm as entered in column 15 of NER-513-W, or, if there is no entry in column 15, as entered in column 14 of NER-513-W.

C. Enter in section II, column (a) the names of the persons, insofar as they are known, who will be entitled to share in the 1941 wheat crop on the farm. In column (b) enter each person's relationship to the farm, insofar as it is known, such as, owner, cash renter, share tenant, or sharecropper. In column (d) enter the mail address of each person whose name appears in column (a).

SECTION III. ENTRIES TO BE MADE BY THE FARM CHECKER ON FORM NER-509

Farm checkers will obtain the following information, and record such information on form NER-509. The farm checker at the time of making the farm inspection should have with him the most recent farm map prepared for the farm and the measurements previously made of fields on that farm.

A. Entries for section II. The farm checker will verify the entries made by the county office in columns (a), (b), and (d) of section II, making any necessary corrections by drawing a line through the entry made by the county office and writing the corrected entry above. Columns (a), (b), and (d), when completed by the farm checker, will contain the name, relationship to the farm, and address of each person who is entitled to share in the 1941 wheat crop on the farm. Enter in column (e), opposite each person's name, the percentage share which each such person has in the wheat crop at the time of the farm inspection. The sum of all the entries in column (e) will equal 100%. The farm checker at the time of the farm visit will determine as far as possible whether any of the persons, whose names appear in column (a), have an interest in the 1941 wheat crop planted or to be planted on other farms. Enter this information in column (c), giving the farm serial numbers, if known, of the other farms, or other information which will help to identify the other farms in which the person has an interest in the wheat crop.

B. Measurement of wheat acreages. Wheat planted for all purposes, including wheat in mixtures containing less than 25% by weight of rye, winter barley, or vetch, will be measured except where actual measurements have been previously made and are available and will be reported on form NER-509. The farm checker will also determine the fields and the parts of fields on which wheat has been seeded in mixtures containing 25% or more by weight of rye, winter barley, or vetch, and will make an estimate of such acreages. Where field measurements are made by the farm checker, he will sketch on the copy of the farm tracing or on the back of NER-509 in section VIII, the fields or parts of fields on which measurements are made showing the measurements made and computation of acreages. The farm checker will also assign to each field or part of field, letters and field subdivision numbers corresponding, as far as possible, to the lettering for the same fields on maps previously prepared for the farm.

In counties using aerial photography, and where field boundaries are found to differ from those shown on the photograph, the farm checker will sketch or identify in the farm tracing or in section VIII, each field planted to wheat and indicate any measurements required to enable a planimeter operator to properly determine the acreage of wheat in the field. In such instances the farm checker will letter the fields shown on the farm tracing or sketch map in section VIII to correspond with the same fields as shown on the photograph.

C. Entries in section III, "Wheat Acreages." The farm checker will enter in column (a) the field letter of each field planted to wheat, including wheat planted in a mixture containing less than 25% by weight of rye, winter barley, or vetch. In column (b) the farm checker will enter the measured acreage if it is computed in the field at the time of inspection or has been determined by a previous measurement. In the event no wheat is planted on the farm for 1941, the farm checker will write in column (b) the word, "none."

D. Entries to be made in section IV. "Wheat Seeded with Other Crops." For all fields or parts of fields which the farm checker finds have been seeded with wheat in a mixture containing 25% or more by weight of rye, winter barley, or vetch, the farm checker will enter in column (a), the field letter and field subdivision number of such field. In column (b) the farm checker will enter the description of the mixture seeded in each field, giving the name and number of pounds per acre of each grain seeded. In the event that no wheat is planted in such mixtures, the farm checker will write in column (c) the word, "none."

E. Certification of the operator in section V. The farm checker will determine for each farm whether the operator intends to plant more wheat than is planted on the farm at the time of the farm visit, and if the operator does not intend to plant an additional acreage of wheat, the farm checker will obtain the signature of the operator in section V and will enter the date on which the signature was obtained. If the farm checker determines that the operator will make additional plantings to wheat, he will indicate in section VII the approximate date that a final visit can be made to determine the entire acreage planted to wheat for 1941.

F. Certification of farm checker in section VI. After completing form NER-509, the farm checker will sign the form in section VI, indicating the date of the farm inspection. In case a second inspection of the farm is made, the farm checker who makes such second inspection will sign the form at that time, indicating the date of such second inspection.

G. Entries to be made in section IX. This space is provided for the farm checker to enter any other pertinent information regarding the farm or any person whose name appears in column (a), section II, which may have a bearing on compliance with the 1941 wheat allotment.

SECTION IV. COUNTY OFFICE PROCEDURE AFTER FARM INSPECTION

After NER-509 has been returned to the county office by the farm checker, the county office will review all returned forms NER-509 to determine which farms will require reinspections. Forms NER-509 for such farms will be reassigned to farm checkers with instructions to reinspect the farm as soon as possible after the date entered in section VII.

All forms NER-509 which have been signed by the operator in section V will be checked by county office clerks to determine that the entries in sections III and IV have been properly computed, and the proper information entered with respect to field letters and acreages. In cases where wheat acreage will be determined in the county office by planimeter operators, such determinations will be entered in column (b) of section III, and a total obtained of all the entries in column (b), section III.

All forms NER-509 on which the final determination of wheat planted for 1941 has been made will be filed together in a separate file for reference in determining eligibility for 1941 wheat parity payments,

1941 Agricultural Conservation Program wheat payments, and planted acres of wheat for wheat crop insurance.

SECTION V. REPORT OF WHEAT ACREAGE SEEDED

A. County office report. Each county office should submit a report to the State office not later than December 15, 1940, showing:

1. The total number of acres of wheat planted on wheat allotment farms as reported on forms NER-509.

2. The number of farms included in "1" above on which the 1940 wheat acreage allotment was over-planted.

B. State office report. Each State office will submit not later than December 31, 1940, to the Regional Director, a summary by counties of the county office reports requested in "A" above.

Issued with the approval of the Administrator of the Agricultural Adjustment Administration on September 7, 1940.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Division

THE 1941 AGRICULTURAL CONSERVATION PROGRAM FOR CONNECTICUT

The 1941 Agricultural Conservation Program gives farmers all over the country an opportunity to work together in saving their soil and its fertility, bringing about fairer incomes for themselves, and assuring consumers plenty of supplies.

All farmers in Connecticut who cooperate in the 1941 Agricultural Conservation Program will be offered assistance in using approved soil-building practices which will help to build up their soil. They will also have the right to earn payments by staying within allotments for tobacco, potatoes, and vegetables.

The 1941 program year begins October 1, 1940, and ends September 30, 1941.

Applications for payment under the 1941 program must be filed in the county office not later than March 31, 1942.

REFORESTATION ALLOWANCE

Each farm will have a reforestation allowance of $15 in addition to the soil-building allowance. This reforestation allowance may be earned by planting forest trees in accordance with practice No. 10.

SOIL-BUILDING ALLOWANCE

Each Connecticut farmer who takes part in this program is expected to use one or more of the soil-building practices which are good for his farm. To get the most good from the program, he should use, insofar as possible, practices which are not already being used on his farm. In order that the farmer will know how many practices he may carry out for payment, a soil-building allowance will be computed for his farm. This soil-building allowance is found by first adding all of the following items which apply to the farm:

_____ cents times the acreage of cropland on the farm, not counting acreage in the tobacco and potato allotments. Cropland means farm land which in 1940 was tilled or was in regular rotation, not counting any land in commercial orchards.

_____ times the acreage of commercial orchards on the farm. Commercial orchards means the acreage in planted or cultivated fruit trees, nut trees, vineyards, hops, or bush fruits on the farm from which the principal part of the production is normally sold. This definition does not include nonbearing orchards and nonbearing vineyards.

_____ cents times the acreage of fenced, noncrop open pasture land in excess of one-half the acreage of cropland on the farm.

For any farm on which the sum of these items is $20 or more, the soil-building allowance will be equal to the total of these cropland, pasture, and orchard items.

For a nonallotment farm on which the sum of these items is less than $20, the soil-building allowance will be $20.

For an allotment farm on which the sum of these items is less than $20, the soil-building allowance will be equal to the larger of (1) the sum of these cropland, orchard, and pasture items or (2) the amount by which $20 is more than the sum of the allotment payments which could be earned on the farm.

SOIL-BUILDING PRACTICES

The following are soil-building practices which farmers in Connecticut may carry out for payment under the 1941 Agricultural Conservation Program. For each practice carried out as specified and in accordance with good farming practices on the farm, payment at the rate shown for the practice will be allowed toward earning the soil-building allowance for the farm. However, the total payment for carrying out practices cannot be larger than the soil-building allowance plus the additional $15 for planting forest trees under the reforestation allowance.

No credit for a seeding practice will be given if it is determined by the county committee that the seed used was not adapted seed of such quality as to meet the requirements of good farming practice.

If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, the practice shall not be counted toward earning the soil-building allowance.

If less than one-half of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the practice shall be counted toward earning the soil-building allowance.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to be paid for in whole or in part by a State or Federal agency.

Liming Cropland, Pasture Land, or Orchards

Practice No. 1 - Rate of Payment: For each 2,000 pounds of standard ground limestone or its equivalent:

Litchfield County - $3.00
Fairfield, Hartford, and New Haven Counties - $3.50
Middlesex, New London, Tolland, and Windham Counties - $4.00

The application per acre of at least 1,000 pounds of standard ground limestone or its equivalent to cropland, permanent pasture land, or commercial orchard land.

When the limestone is applied to cropland or cultivated orchard land, it should (or must, at the discretion of the county committee) be worked into the soil, preferably at least 6 months before a legume seeding is made. Each acre of pasture land or orchard sod treated with lime should have an application of at least 300 pounds of 20 percent superphosphate, or the equivalent.

Standard ground limestone is limestone which will analyze at least 50 percent total calcium oxide neutralizing equivalent, 100 percent of which will pass through a 20-mesh sieve, provided that all the finer materials resulting from grinding are left in the ground limestone.

Seven hundred and fifty pounds of hydrated lime, 500 pounds of burnt lime, 1,000 pounds of ground oystershell, or 1,000 pounds of button dust are equivalent to 1,000 pounds of standard ground limestone.

If the liming material used under this practice is furnished by the Agricultural Adjustment Administration, it shall be reported as practice No. 1A.

Applying Superphosphate

Practice No. 2 - Rate of Payment: $1.25 for Each 200 pounds of 20 Percent Superphosphate or its Equivalent

The application of at least 200 pounds per acre of 20 percent superphosphate or the equivalent worked into the soil in preparation for the seeding of or used as a top dressing on perennial or biennial legumes, perennial grasses, permanent pasture, or green manure crops in orchards.

When superphosphate is applied to a nurse crop which is harvested for grain, payment will be allowed only for the amount used per acre over 160 pounds of 20 percent superphosphate or the equivalent.

Superphosphate furnished as conservation material shall not be applied to nurse crops harvested for grain.

Payment will also be allowed for the use of superphosphate in stables or poultry houses to reinforce manure provided the superphosphate

was not furnished as conservation material and the manure is not to be sold or used on potatoes, tobacco, commercial vegetables, or corn for grain.

Quantities of other grades of superphosphate may be substituted for the 200 pounds of 20 percent superphosphate; for example, 250 pounds of 16 percent superphosphate, 125 pounds of 32 percent superphosphate, 100 pounds of 40 percent superphosphate, or the quantity of other fertilizers that furnish 40 pounds of available phosphoric acid.

If the superphosphate used under this practice is furnished by the Agricultural Adjustment Administration, it shall be reported as practice No. 2A.

Applying Muriate of Potash

Practice No. 3 - Rate of Payment: $1 for Each 100 Pounds of 50 Percent Muriate of Potash or the Equivalent

The application of at least 100 pounds per acre of 50 percent muriate of potash or its equivalent, but excluding manure, in connection with the seeding of clover or alfalfa or on established stands of alfalfa or ladino clover.

Legumes such as alfalfa and clover require considerable potash. As a rule potash should be applied at the time of seeding. Some soils become deficient in potash more rapidly than others and require annual applications of potash to grow alfalfa or ladino clover.

Cover Crops and Green Manure Crops

Practice No. 4 - Rate of Payment: $1.50 per Acre

The plowing or disking under of a good stand and a good growth of (1) biennial or perennial legumes or grasses for which no payment for seeding is allowed in 1941 and, except in orchards, from which no crop of such legumes or grasses has ever been harvested; (2) annual legumes; or (3) annual grasses or small grains used as winter green manure crops.

If the crop is grown in a commercial orchard and has not been harvested in 1941, payment will be allowed for cutting and leaving an evenly distributed good stand and good growth of such crop on the land, except that cutting is not required in blocks of trees damaged by the September 1938 hurricane.

It is not generally good farming practice to plow down green manure crops if it will result in leaving the land unprotected during the winter. It is recommended, therefore, that such crops be left on the land as a winter cover wherever it is possible.

Practice No. 5 - Rate of Payment: $0.75 per Acre

The plowing or disking under of a good stand and a good growth of a summer non-leguminous green manure crop.

Payment will be allowed for leaving a good stand and a good growth of the crop on the land instead of plowing or disking it under. It is recommended that insofar as possible crops which otherwise might be plowed or disked under in 1941 be left on the land as a winter cover.

Mulching Commercial Orchard Land and Commercial Vegetable Land

Practice No. 6 - Rate of Payment: $3 per Ton

The application of at least 1 ton per acre of air-dried straw or equivalent mulching material, excluding barnyard and stable manure, to commercial orchard land or commercial vegetable land as a mulch. All materials produced on the land during 1941 from grasses, legumes, green manure crops, or cover crops, as well as the mulching material, must be left on the land.

Recommended mulching material	Percentage of weight for credit
1. Air-dried straw	100
2. Air-dried tame or marsh hay	100
3. Green tame or marsh hay	50
4. Other materials approved by the State committee	

Seeding Pasture Mixtures

Practice No. 7 - Rate of Payment: $2 per Acre

The seeding of pasture mixtures containing at least 2 pounds of ladino clover per acre.

Seeding shall be made on land prepared by the application of either (1) 3,000 pounds per acre of standard ground limestone or its equivalent and 400 pounds of 20 percent superphosphate or its equivalent, or (2) liming materials and superphosphate according to requirements as shown by a soil test which conforms to the regulations of the State committee.

Seeding Alfalfa

Practice No. 8 - Rate of Payment: $1.50 per Acre

On land adapted to alfalfa the seeding of at least 10 pounds per acre of verified or certified hardy, northern-grown domestic or Canadian alfalfa seed, alone or in mixtures.

Seeding shall be made on land prepared by the application of either

(1) 6,000 pounds of standard ground limestone or its equivalent, 400 pounds of 20 percent superphosphate or its equivalent, and 100 pounds of 50 percent muriate of potash or its equivalent; or (2) liming material, superphosphate, and potash, according to requirements as shown by a soil test which conforms to the regulations of the State committee.

Woodland Management

Practice No. 9 - Rate of Payment: $3 per Acre

The improvement of the stand of forest trees under a system of farm-woodland and wildlife management which includes pruning or thinning or, if needed, both. At least 100 good timber trees or trees which can become good timber trees must be left well scattered throughout the stand on each acre of woodland improved.

Operators must obtain prior approval from the county committee and must carry out the practice in accordance with instructions issued by the Extension Forester.

Payment will not be made for improving white pine stands unless currant and gooseberry bushes are removed from among the trees and throughout a protective border consistent with good woodland management.

Planting Forest Trees

Practice No. 10 - Rate of Payment: $7.50 per Acre

The planting of transplanted forest trees or root-pruned seedlings at the rate of at least 1,000 trees per acre in accordance with instructions of the Extension Forester.

One thousand trees planted on two or more small tracts of less than 1 acre each shall be considered as an acre even though the total area may be larger. Shrubs helpful to wildlife may be included in the planting.

Areas planted must be given reasonable protection against fire and damage by livestock-grazing and must be cultivated in accordance with good tree culture and wildlife-management practice.

Payment will not be made for planting white pine unless currant and gooseberry bushes are removed from the area to be planted and throughout a protective border consistent with good woodland management.

Excluding Livestock from Farm Woodland

Practice No. 11 - Rate of Payment: $0.35 per Acre

The restoration of farm woodland previously used for pasture by keeping out livestock.

Payment will be allowed for each acre of woodland out of which livestock

are kept, but for not more than 2 acres for each animal unit which is normally allowed to graze in the woodland.

Animal unit means 1 cow, 2 calves, 1 horse, 2 colts, 5 sheep, or 5 goats, or the equivalent thereof.

The operator must obtain the approval of the county committee before performing this practice.

If under the 1936 or 1937 program a farmer has received payment for constructing fence to keep livestock out of woodland and the county committee determines that in 1941 livestock were again allowed by that farmer to graze in the same woodland, an amount equal to the previous payments will be withheld from any payment which would otherwise be made to such farmer under the 1941 program.

Removal of Diseased and Uneconomic Apple Trees

Practice No. 12 - Rate of Payment: Trees 5 to 12 inches in diameter, $0.30 per Tree
Trees over 12 inches in diameter, $0.50 per Tree

With the prior approval of the county committee the removal of diseased or uneconomic permanent live apple trees, the major portion of whose fruit is of inferior quality. Land from which the trees have been removed shall not be used for the growing of any crop other than grasses, legumes, or green manure crops during the 1941 program year. Payment will not be made for the removal of trees less than 5 inches in diameter or for the removal of filler or semi-permanent trees.

Not more than $15 per acre may be earned under this practice.

Constructing Diversion Ditches

Practice No. 13 - Rate of Payment: $1.50 for Each 100 Linear Feet

The construction of diversion ditches, for which proper outlets are provided. This practice must be carried out according to plans approved in advance by the county committee and based on the recommendations of the Soil Conservation Service or the Connecticut Agricultural Extension Service.

Stripcropping

Practice No. 14 - Rate of Payment: $0.35 per Acre

The planting in strips of cropland which is subject to erosion. Strips of intertilled crops must be separated by strips of close-growing crops.

This practice must be carried out in accordance with plans approved

in advance by the county committee and based on the recommendations of the Soil Conservation Service or the Connecticut Agricultural Extension Service.

AMOUNT OF PAYMENT EARNED ON FARMS WITH NO ALLOTMENTS

On a farm which has no allotment, the farmer has the right to earn for the year an amount equal to the sum of the soil-building allowance and the reforestation allowance. If he earns less, he will be paid what he earns. A farmer who wants to earn all he can under the program on a farm with no allotment should be careful not to plant more than 3 acres of vegetables for market and not to plant more than 3 acres of potatoes.

The total payment will be computed as follows:

Find the amount of the soil-building payment by adding together the payments for all soil-building practices carried out at the rates shown for the practices. However, if the total amount computed is larger than the soil-building allowance, the soil-building payment will be equal to the soil-building allowance. Any amount earned under practice No. 10 which is counted toward earning the soil-building allowance shall not be allowed toward earning the reforestation allowance.

Add to the soil-building payment the amount earned under the reforestation allowance.

Then subtract ___ cents per bushel times the program yield for each acre over 3 planted to potatoes.

Subtract also $___ for each acre over 3 planted to commercial vegetables.

The remainder will be the total payment earned for the farm.

ALLOTMENTS

In 1941 allotments and program yields will be set by the county committees in accordance with instructions issued by the Agricultural Adjustment Administration.

A potato allotment will be set on each farm that usually grows 3 acres or more of potatoes.

A tobacco allotment will be set on each farm which grew tobacco in one or more of the years 1936 to 1940, inclusive, and farms on which tobacco is to be produced in 1941 for the first time since 1935.

A vegetable allotment will be set for each farm on which 3 or more acres of vegetables are usually planted to be sold to persons not living on the farm.

AMOUNT OF PAYMENT EARNED ON ALLOTMENT FARMS

On a farm with a potato, tobacco, or vegetable allotment, the farmer has the right to earn for the year an amount equal to the sum of the soil-building allowance, the reforestation allowance, and the payments computed for his potato, tobacco, and vegetable allotments. If he does not carry out all the practices he may, or if he grows more acres of potatoes, tobacco, or vegetables than he is allotted, the amount earned will be less.

The amount that is earned on any farm with an allotment is computed by finding the sum of the following payment items which apply to the farm and then subtracting the sum of the deductions, if any apply:

A payment at the rate shown for the practice will be computed for each soil-building practice carried out. The payment for practices cannot be larger than the soil-building allowance.

A payment of $7.50 for each acre planted to forest trees will be computed under the reforestation allowance.

FARMS WITH POTATO ALLOTMENTS

A payment of ___ cents per bushel times the program yield will be computed for each acre in the potato allotment. However, if the acreage of potatoes planted is less than 80 percent of the farm's potato allotment, payment will be made on an acreage equal to 125 percent of the acreage of potatoes planted, unless the county committee finds that the acreage of potatoes planted is less than 80 percent of the potato allotment because of flood or drought.

A deduction of ____ cents per bushel times the program yield will be made for each acre planted to potatoes over the potato allotment.

If there is no vegetable allotment on the farm, the farmer should be careful not to plant more than 3 acres of vegetables to be sold to persons not living on the farm. If he does, there will be a deduction of $____ for each acre over 3. Vegetables, as defined under the program, do not include potatoes.

FARMS WITH TOBACCO ALLOTMENTS

A payment of ____ cents per pound times the program yield will be computed for each acre in the tobacco allotment. However, if the acreage of tobacco planted is less than 80 percent of the farm's tobacco allotment, payment will be made on an acreage equal to 125 percent of the acreage of tobacco planted, unless the county committee finds that the acreage of tobacco planted is less than 80 percent of the tobacco allotment because of flood or drought.

A deduction of ____ cents per pound times the program yield will

be made for each acre of tobacco harvested over the tobacco allotment.

If there is no potato allotment on the farm, the farmer should be careful not to plant more than 3 acres of potatoes. If he does, there will be a deduction of ____ cents per bushel times the program yield for each acre over 3.

If there is no vegetable allotment on the farm, the farmer should be careful not to plant more than 3 acres of vegetables to be sold to persons not living on the farm. If he does, there will be a deduction of $___ for each acre over 3. Vegetables, as defined under the program, do not include potatoes.

FARMS WITH VEGETABLE ALLOTMENTS

A payment of $___ will be computed for each acre in the vegetable allotment. However, if the acreage of vegetables planted is less than 80 percent of the farm's vegetable allotment, payment will be made on an acreage equal to 125 percent of the vegetables planted, unless the county committee finds that the acreage of vegetables planted is less than 80 percent of the vegetable allotment because of flood or drought.

A deduction of $ _____ will be made for each acre planted to commercial vegetables over the vegetable allotment.

Commercial vegetables means the planted acreage of annual vegetables or truck crops and the harvested acreage of perennial vegetables, of which any portion of the production is sold to persons not living on the farm. This definition does not include annual or perennial vegetables grown in home gardens for use on the farm, potatoes, dried beans, bulbs and flowers, watermelons, sweetpotatoes, strawberries, and cantaloups.

If there is no potato allotment on the farm, the farmer should be careful not to plant more than 3 acres of potatoes. If he does, there will be a deduction of _____ cents per bushel times the program yield for each acre over 3.

ADJUSTMENT OF RATES

As an adjustment for participation, the rates of payment and deduction with respect to any commodity or item of payment may be increased or decreased from the rates set forth herein by as much as 10 percent.

COUNTY ADMINISTRATIVE EXPENSE

There will be deducted, from each person's payment, his share of the expense of administering the program in his county.

FURNISHING MATERIALS

Superphosphate and liming material will be furnished in some counties

in Connecticut to farmers who want those materials in place of a payment. Complete instructions for handling this provision will be furnished the county committees. See your local committeeman for information.

Julian B. Thayer, Chairman, State Committee.
G. H. Bahler, State Committeeman.
Dwight J. Minor, State Committeeman.
Henry F. Joy, State Committeeman.

Raymond K. Clapp, Vice-Director of Extension.

Walter T. Clark, State Executive Officer.

A. W. Manchester, Director, Northeast Division,
Agricultural Adjustment Administration.

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UNITED STATES DEPARTMENT OF AGRICULTURE
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Northeast Division

THE 1941 AGRICULTURAL CONSERVATION PROGRAM FOR MASSACHUSETTS

The 1941 Agricultural Conservation Program gives farmers all over the country an opportunity to work together in saving their soil and its fertility, bringing about fairer incomes for themselves, and assuring consumers plenty of supplies.

All farmers in Massachusetts who cooperate in the 1941 Agricultural Conservation Program will be offered assistance in using approved soil-building practices which will help to build up their soil. They will also have the right to earn payments by staying within allotments for tobacco, potatoes, and vegetables.

The 1941 program year begins November 1, 1940, and ends October 31, 1941.

Applications for payment under the 1941 program must be filed in the county office not later than March 31, 1942.

REFORESTATION ALLOWANCE

Each farm will have a reforestation allowance of $15 in addition to the soil-building allowance. This reforestation allowance may be earned by planting forest trees in accordance with practice No. 16.

SOIL-BUILDING ALLOWANCE

Each Massachusetts farmer who takes part in this program is expected to use one or more of the soil-building practices which are good for his farm. To get the most good from the program he should use, insofar as possible, practices which are not already being used on his farm. In order that the farmer will know how many practices he may carry out for payment, a soil-building allowance will be computed for his farm. This soil-building allowance is found by first adding all of the following items which apply to the farm:

____ cents times the acreage of cropland on the farm, not counting acreage in the tobacco and potato allotment. Cropland means farm land which in 1940 was tilled or was in regular rotation, not counting any land in commercial orchards.

$___ times the acreage of commercial orchards on the farm. Commercial orchards means the acreage in planted or cultivated fruit trees, nut trees, vineyards, hops, or bush fruits on the farm, from which the principal part of the production is normally sold. This definition does not include nonbearing orchards and nonbearing vineyards.

____ cents times the acreage of fenced, noncrop open pasture land in excess of one-half the acreage of cropland on the farm.

For any farm on which the sum of these items is $20 or more, the soil-building allowance will be equal to the total of these cropland, pasture, and orchard items.

For a nonallotment farm on which the sum of these items is less than $20, the soil-building allowance will be $20.

For an allotment farm on which the sum of these items is less than $20, the soil-building allowance will be equal to the larger of (1) the sum of these cropland, orchard, and pasture items or (2) the amount by which $20 is more than the sum of the allotment payments which could be earned on the farm.

For Example: A farm has 10 acres of cropland and a 5-acre vegetable allotment. The sum of the cropland, pasture, and orchard items is $___, computed as follows:

10 acres cropland at $___ - - - - $___
No pasture and orchard - - - - - -

Total $___

The largest payment which can be computed on the vegetable allotment is $___ (5 X $__)
$ 20 - $___ = $___

$___ is therefore the soil-building allowance because it is larger than $___.

SOIL-BUILDING PRACTICES

The following are soil-building practices which farmers in Massachusetts may carry out for payment under the 1941 Agricultural Conservation Program. For each practice carried out as specified and in accordance with good farming practices on the farm, payment at the rate shown for the practice will be allowed toward earning the soil-building allowance for the farm. However, the total payment for carrying out practices cannot be larger than the soil-building allowance plus the additional $15 for planting forest trees under the reforestation allowance.

No credit for a seeding practice will be given if it is determined by the county committee that the seed used was not adapted seed of such quality as to meet the requirements of good farming practice.

If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, the practice shall not be counted toward earning the soil-building allowance.

If less than one-half of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the

practice shall be counted toward earning the soil-building allowance.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to be paid for in whole or in part by a State or Federal agency.

SEEDING RED OR ALSIKE CLOVER

Practice No. 1 - Rate of Payment: $0.75 per Acre

The seeding of mixtures containing at least 5 pounds per acre of hardy, northern-grown domestic or Canadian red clover, or alsike clover, or of any combination of these clovers.

Seeding should be on land prepared by the application of sufficient lime, superphosphate, and potash to insure a good stand.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that enough lime and fertilizer were applied to establish ordinarily a good stand.

Seeding Alfalfa

Practice No. 2 - Rate of Payment: $1.50 per Acre

The seeding on land suited to the growth of alfalfa of at least 10 pounds per acre of hardy, northern-grown domestic or Canadian alfalfa seed, alone or in mixtures.

Seeding should be made on land prepared by the application of sufficient lime, superphosphate, and potash to insure a good stand.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that enough lime and fertilizer were applied to establish ordinarily a good stand.

Seeding Pasture Mixtures

Practice No. 3 - Rate of Payment: $3 per Acre

The seeding of pasture mixtures containing at least 2 pounds per acre of ladino or white Dutch clover.

Seeding should be made on land prepared by the application of sufficient lime, superphosphate, and potash to insure a good stand.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that enough lime and fertilizer were applied to establish ordinarily a good stand.

Reseeding Pastures

Practice No. 4 - Rate of Payment: $1.50 for Each 10 Pounds of Seed

The application to depleted pastures of a pasture mixture containing at least one-fifth ladino or white Dutch clover seed in mixtures with grass or legume seed. No tillage is required.

Seeding should be made on land prepared by the application of sufficient lime, superphosphate, and potash to insure a good stand.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that enough lime and fertilizer were applied to establish ordinarily a good stand.

Applying Superphosphate

Practice No. 5 - Rate of Payment: $0.625 for Each 100 Pounds of 20 Percent Superphosphate or the Equivalent.

The application of 20 percent superphosphate or the equivalent to established hay land, pasture, or orchard sod, or to green manure crops in orchards; or in connection with the seeding of clovers, clover mixtures, alfalfa, alfalfa mixtures, perennial grasses, winter legumes, green manure or cover crops in orchards, or permanent pasture mixtures.

Payment will be allowed for phosphoric acid which is mixed as superphosphate with manure in the stable or on dropping boards in poultry houses if the manure is not to be sold or used on tobacco, potatoes, commercial vegetables, or corn for grain.

When superphosphate which is not mixed with manure is applied to a nurse crop which is harvested for grain, payment will be allowed only for the amount used per acre over 160 pounds of 20 percent superphosphate or the equivalent. Superphosphate which is furnished as conservation material shall not be applied to nurse crops harvested for grain unless it has been mixed with manure in the stable or on dropping boards in poultry houses.

If the superphosphate used under this practice is furnished by the Agricultural Adjustment Administration it shall be reported as practice No. 5A.

Applying Potash

Practice No. 6 - Rate of Payment: $1.50 for Each 75 pounds of Available Potash

The application of available potash to established hay land, pasture, or orchard sod; or in connection with the seeding of clovers, clover mixtures, alfalfa alfalfa mixtures, perennial grasses, winter legumes, or permanent pasture mixtures.

Liming Cropland, Pasture Land, or Orchards

Practice No. 7 - Rate of Payment: For each ton of standard ground limestone or standard ground oystershell which will pass through a 20-mesh sieve, or 1,000 pounds of calcium oxide neutralizing equivalent in other liming material which will pass through a 20-mesh sieve, and which contains all of the fine material produced in grinding -

$4.50 - Bristol, Essex, Middlesex, Norfolk, Plymouth, and Suffolk Counties.

$5.00 - Barnstable County.

$4.00 - Worcester County.

$6.00 - Dukes and Nantucket Counties.

$3.50 - Franklin, Hampden, and Hampshire Counties.

$3.00 - Berkshire County.

The application per acre of at least 750 pounds of hydrated lime, 500 pounds of quicklime, or 1,000 pounds of other liming material to cropland, pasture lands, or orchards.

Standard ground limestone and standard ground oystershell mean ground limestone and ground oystershell which will analyze at least 50 percent calcium oxide neutralizing equivalent, 100 percent of which will pass through a 20-mesh sieve and which contains all of the fine material produced in the grinding. Calcium oxide neutralizing equivalent is found by multiplying the magnesium oxide content by 1.39 and adding the product to the calcium oxide content.

If the liming material used under this practice is furnished by the Agricultural Adjustment Administration it shall be reported as practice No. 7A.

Green Manure Crops.

Practice No. 8 - Rate of Payment: $1.50 per Acre

The plowing or disking under of a good stand and a good growth of (1) biennial or perennial legumes or grasses for which no payment for seeding is allowed in 1941 and, except in orchards, from which no crop of such legumes or grasses has ever been harvested; (2) annual legumes; or (3) annual grasses or small grains used as winter green manure crops.

If the crop is grown in a commercial orchard and has not been harvested in 1941, payment will be allowed for cutting and leaving an evenly distributed good stand and good growth of such crop on the land, except that cutting is not required in blocks of trees damaged by the September 1938 hurricane.

Practice No. 9 - Rate of Payment: $0.75 per acre

The plowing or disking under of a good stand and a good growth of a summer non-leguminous green manure crop.

Payment will be allowed for leaving a good stand and a good growth of the crop on the land instead of plowing or disking it under. It is recommended that insofar as possible crops which otherwise might be plowed or disked under in 1941 be left on the land as a winter cover.

Seeding Winter Cover Crops

Practice No. 10 - Rate of Payment: $1.50 per Acre

The seeding of winter vetch and leaving the resulting crop on the land as a winter cover crop. Rye or wheat may be used as a support crop.

Seeding Annual Ryegrass

Practice No. 11 - Rate of Payment: $0.75 per Acre

The seeding of annual ryegrass and leaving the resulting crop on the land as a winter cover crop.

Mulching Orchards and Vegetables

Practice No. 12 - Rate of Payment: $3 per Ton

The application of at least 2 tons per acre of air-dried straw or hay, or the equivalent, excluding barnyard and stable manure, to orchards and vegetables as a mulch. All materials produced on the land during 1941 from grasses, legumes, green manure crops, or cover crops, as well as the mulching material, are to be left on the land.

Contour Orchard Planting

Practice No. 13 - Rate of Payment: $1.50 per Acre

Planting fruit trees on the contour. Operators shall obtain prior approval from the county committee before performing this practice.

Removal of Diseased or Uneconomic Apple Trees

Practice No. 14 - Rate of Payment: Trees 5 to 12 inches in diameter, $0.30 per tree
Trees over 12 inches in diameter, $0.50 per tree

With prior approval of the county committee, the removal of diseased or uneconomic permanent live apple trees, the major portion of whose fruit is of inferior quality. Land from which the trees have been removed shall not be used for the growing of any crop other than grasses, legumes, or green manure crops during the 1941 program year. Payment will not be made for the removal of trees less than 5 inches in diameter or for the removal of filler or semi-permanent trees.

Not more than $15 per acre may be earned under this practice.

Special Requirement for Practices 15, 16, and 17

Operators shall obtain prior approval from the county committee and carry out the practice in accordance with the advice of the Extension Forester.

Improving Woodlands

Practice No. 15 - Rate of Payment: $3 per Acre

The improvement of the stand of forest trees under a system of farm woodland and wildlife management which includes pruning or thinning or, if needed, both. At least 100 good timber trees or trees which can become good timber trees must be left well scattered on each acre of woodland improved.

Payment will not be made for improving white pine stands unless currant and gooseberry bushes are removed from among the trees and throughout a protective border consistent with good woodland management.

The following are recommended as desirable species for development:

Red pine	White maple	Beech
White pine	Red maple	White ash
Spruce (any kind)	Hemlock	Red oak
Black cherry	Tulip poplar	White oak
Cedar	White birch	Basswood
Fir (any kind)	Yellow birch	Hickory
Sugar maple	Black birch	Elm

Planting Forest Trees

Practice No. 16 - Rate of Payment: $7.50 per Acre

The planting of transplanted forest trees at the rate of at least 1,000 trees per acre. One thousand trees planted on two or more small tracts of less than 1 acre each shall be considered as an acre, even though the total area may be larger. Shrubs helpful to wildlife may be included in the planting.

Areas planted must be given reasonable protection from damage by livestock-grazing and fire and must be cultivated in accordance with good tree culture and wildlife-management practice.

Payment will not be made for planting white pine unless currant and gooseberry bushes are removed from the area to be planted and throughout a protective border consistent with good woodland management.

Species of trees approved for planting are red pine, white pine, balsam fir, red spruce, white spruce, and Norway spruce. Other varieties may be planted if the county committee, upon advice of the Extension Forester, approves the selection.

Excluding Livestock From Farm Woodland

Practice No. 17 - Rate of Payment: $0.35 per Acre

The restoration of farm woodland, including sugar maple orchards, previously used for pasture, by keeping out livestock.

Payment will be allowed for each acre of farm woodland out of which livestock are kept, but for not more than 2 acres for each animal unit which is normally allowed to graze in the woodland.

Animal unit means one cow, two calves, one horse, two colts, five sheep, or five goats, or the equivalent thereof.

If under the 1936, 1937, 1938, 1939, or 1940 program a farmer has received payment for constructing fence to keep livestock out of woodland or for keeping livestock out of sugar maple orchards or other woodlands, and the county committee determines that in 1940 livestock were again allowed by that farmer to graze in the same woodland or sugar maple orchard, an amount equal to the previous payments will be withheld from any payment which would otherwise be made to such farmer under the 1941 program.

Sanding Cranberry Bogs

Practice No. 18 - Rate of Payment: $7.50 per Acre

The application of sand, free from stones or loam, to a depth of at least one-half inch on fruiting cranberry bogs to prevent soil deterioration and decline in the productive capacity of the land. The county committee will require proof of the amount of sand applied.

Improving Noncrop Open Pasture Land

Practice No. 19 - Rate of Payment: $3.00 per Acre

With prior approval of the county committee, improvement of noncrop open pasture land which the county committee determines will, when improved, be capable of carrying at least one animal unit for each two acres during a pasture season of at least four months. Improvement shall include uprooting and removal of shrubs, carrying out an adequate system of mowing, and, if necessary, leveling hummocks, and removing loose stones. Payment will not be made unless sufficient liming materials, fertilizer, and seed, where needed, are applied to obtain a good stand.

Special Requirement for Practices 20, 21, 22, 23

Operators must obtain the approval of the county committee and instructions from the Soil Conservation Service or the Extension Service before performing any of these practices.

Contour Furrowing, Noncrop, Open Pasture Land

Practice No. 20 - Rate of Payment: $0.25 for each 100 linear feet but not more than $0.50 per acre.

Stripcropping

Practice No. 21 - Rate of Payment: $0.35 per Acre

The planting of cropland in strips on the contour. Strips of intertilled crops must be separated by strips of close-growing crops.

Contour Farming

Practice No. 22 - Rate of Payment: $0.20 per Acre

The cultivation of intertilled crops on the contour.

Construction of Diversion Ditches

Practice No. 23 - Rate of Payment: $1.50 for Each 100 Linear Feet

The construction of diversion ditches for which proper outlets are provided.

AMOUNT OF PAYMENT EARNED ON FARMS WITH NO ALLOTMENTS

On a farm which has no allotment, the farmer has the right to earn for the year an amount equal to the sum of the soil-building allowance and the reforestation allowance. If he earns less, he will be paid what he earns. A farmer who wants to earn all he can under the program on a farm with no allotment should be careful not to plant more than 3 acres of vegetables for marke and not to plant more than 3 acres of potatoes.

The total payment will be computed as follows:

Find the amount of the soil-building payment by adding together the payments for all soil-building practices carried out at the rates for the practices. However, if the total amount computed is larger than the soil-building allowance, the soil-building payment will be equal to the soil-building allowance. Any amount earned under practice No. 16 which is counted toward earning the soil-building allowance shall not be allowed toward earning the reforestation allowance.

Add to the soil-building payment the amount earned under the reforestation allowance.

Then subtract $___ for each acre over 3 planted to commercial vegetables.

Subtract ___ cents per bushel times the program yield for each acre over 3 planted to potatoes.

The remainder will be the total payment earned for the farm.

ALLOTMENTS

In 1941 allotments and program yields will be set by county committees in accordance with instructions issued by the Agricultural Adjustment Administration.

A potato allotment will be set on each farm that usually grows 3 acres or more of potatoes.

A tobacco allotment will be set on each farm which grew tobacco in one or more of the years 1936 to 1940, inclusive, and on each farm on which tobacco is to be produced in 1941 for the first time since 1935.

A vegetable allotment will be set for each farm on which 3 or more acres of vegetables are usually planted to be sold to persons not living on the farm.

AMOUNT OF PAYMENT EARNED ON ALLOTMENT FARMS

On a farm with a potato, tobacco, or vegetable allotment, the farmer has the right to earn for the year an amount equal to the sum of the soil-building allowance, the reforestation allowance, and the payments computed for his potato, tobacco, and vegetable allotments. If he does not carry out all the practices he may, or if he grows more potatoes, tobacco, or vegetables than he should, the amount earned will be less.

The amount that is earned on any farm with an allotment is computed by finding the sum of the following payment items which apply to the farm and then subtracting the sum of the deductions, if any apply;

A payment at the rate shown for the practice will be computed for each soil-building practice carried out. The payment for practices cannot be larger than the soil-building allowance.

A payment of $7.50 for each acre planted to forest trees will be computed under the reforestation allowance.

Farms with Potato Allotments

A payment of __ cents per bushel times the program yield of potatoes per acre will be computed for each acre in the potato allotment. However, if the acreage of potatoes planted is less than 80 percent of the farm's potato allotment, payment will be made on an acreage equal to 125 percent of the acreage of potatoes planted, unless the county committee finds that the acreage of potatoes planted is less than 80 percent of the potato allotment because of flood or drought.

A deduction of ___ cents per bushel times the program yield will be made for each acre planted to potatoes over the potato allotment.

If there is no vegetable allotment on the farm, the farmer should be careful not to plant more than 3 acres of vegetables to be sold to persons not living on the farm. If he does, there will be a deduction of $___ for each acre over 3. Vegetables, as defined under the program, do not include potatoes.

Farms with Tobacco Allotments

A payment of ___ cents per pound times the program yield will be computed for each acre in the tobacco allotment. However, if the acreage of tobacco planted is less than 80 percent of the farm's tobacco allotment, payment will be made on an acreage equal to 125 percent of the acreage of tobacco planted, unless the county committee finds that the acreage of tobacco planted is less than 80 percent of the tobacco allotment because of flood or drought.

A deduction of ___ cents per pound times the program yield will be made for each acre of tobacco harvested over the tobacco allotment.

If there is not potato allotment on the farm, the farmer should be careful not to plant more than 3 acres of potatoes. If he does, there will be a deduction of ___ cents per bushel times the program yield for each acre over 3.

If there is no vegetable allotment on the farm, the farmer should be careful not to plant more than 3 acres of vegetables to be sold to persons not living on the farm. If he does, there will be a deduction of $___ for each acre over 3. Vegetables, as defined under the program, do not include potatoes.

Farms with Vegetable Allotments

A payment of $___ will be computed for each acre in the vegetable allotment. However, if the acreage of vegetables planted is less than 80 percent of the farm's vegetable allotment, payment will be made on an acreage equal to 125 percent of the acreage of vegetables planted, unless the county committee finds that the acreage of vegetables planted is less than 80 percent of the vegetable allotment because of flood or drought.

A deduction of $___ will be made for each acre planted to commercial vegetables over the vegetable allotment.

Commercial vegetables means the planted acreage of annual vegetables or truck crops and the harvested acreage of perennial vegetables, of which any portion of the production is sold to persons not living on the farm. This definition does not include annual or perennial vegetables grown in home gardens for use on the farm, potatoes in commercial potato counties, dried beans, cow peas, blackeyed peas, bulbs and flowers, watermelons, sweetpotatoes, strawberries, and cantaloups.

If there is no potato allotment on the farm, the farmer should be careful not to plant more than 3 acres of potatoes. If he does, there will be a deduction of ___ cents per bushel times the program yield for each acre over 3.

INCREASE OF PAYMENTS

There will be added to each person's share of the farm payment, if that share is less than $200, the amount of increase indicated in the following:

Payment earned	Amount of increase
$20 or less	40 percent.
$21 to $40	$ 8, plus 20 percent of amount over $20.
$41 to $60	$12, plus 10 percent of amount over $40.
$61 to $186	$14.
$187 to $200	Enough to increase payment to $200.

ADJUSTMENT OF RATES

As an adjustment for participation, the rates of payment and deduction with respect to any commodity or item of payment may be increased or decreased from the rates set forth herein by as much as 10 percent.

COUNTY ADMINISTRATIVE EXPENSE

There will be deducted, from each person's payment, his share of the expense of administering the program in his county.

FURNISHING MATERIALS

Superphosphate and liming material will be furnished in Massachusetts to farmers who want those materials in place of a payment, provided the county committee approves the use of this service in the county. You may obtain further information about this part of the program from your county committee.

Charlie B. Jordan,
Shaun Kelly,
Harold F. Tompson,
Arthur C. Bardwell,
Melville G. Grey,
W. A. Munson,
State Committee.

S. R. Parker,
State Executive Officer,

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Division

THE 1941 AGRICULTURAL CONSERVATION PROGRAM FOR NEW HAMPSHIRE

The 1941 Agricultural Conservation Program gives farmers all over the country an opportunity to work together in saving their soil and its fertility, bringing about fairer incomes for themselves, and assuring consumers plenty of supplies.

All farmers in New Hampshire who cooperate in the 1941 Agricultural Conservation Program will be offered assistance in using approved soil-building practices which will help to build up their soil. They will also have the right to earn payments by staying within allotments for potatoes. Farmers in Hillsboro and Rockingham Counties will have the right to earn additional payments by staying within allotments for vegetables.

Farmers in Cheshire County who grow tobacco should see their county committee about the tobacco provisions of the program.

The 1941 program year begins October 1, 1940, and ends September 30, 1941.

Applications for payment under the 1941 program must be filed in the county office not later than March 31, 1942.

REFORESTATION ALLOWANCE

Each farm will have a reforestation allowance of $15 in addition to the soil-building allowance. This reforestation allowance may be earned by planting forest trees in accordance with practice No. 15.

SOIL-BUILDING ALLOWANCE

Each New Hampshire farmer who takes part in this program is expected to use one or more of the soil-building practices which are good for his farm. To get the most good from the program, he should supplement his usual soil-building practices by additional practices under the conservation program. In order that the farmer will know how many practices he may carry out for payment, a soil-building allowance will be computed for his farm. This soil-building allowance is found by first adding all of the following items which apply to the farm:

_____ cents times the acreage of cropland on the farm, not counting acreage in the potato and tobacco allotments, Cropland means farm land which in 1940 was tilled or was in regular rotation, not counting any land in commercial orchards.

$____ times the acreage of commercial orchards on the farm. Commercial orchards means the acreage in planted or cultivated fruit trees, nut trees, vineyards, hops, or bush fruits on the

farm from which the principal part of the production is normally sold. This definition does not include nonbearing orchards and nonbearing vineyards.

_____ cents times the acreage of fenced, noncrop open pasture land in excess of one-half the acreage of cropland on the farm.

For any farm on which the sum of these items is $20 or more, the soil-building allowance will be equal to the total of these cropland, orchard, and pasture items.

For a nonallotment farm on which the sum of these items is less than $20, the soil-building allowance will be $20.

For an allotment farm on which the sum of these items is less than $20, the soil-building allowance will be equal to the larger of (1) the sum of these cropland, orchard, and pasture items or (2) the amount by which $20 is more than the sum of the allotment payments which could be earned on the farm.

SOIL-BUILDING PRACTICES

The following are soil-building practices which farmers in New Hampshire may carry out for payment under the 1941 Agricultural Conservation Program. For each practice carried out as specified and in accordance with good farming practices on the farm, payment at the rate shown for the practice will be allowed toward earning the soil-building allowance for the farm. However, the total payment for carrying out practices cannot be larger than the soil-building allowance plus the additional $15 for planting forest trees under the reforestation allowance.

No credit for a seeding practice will be given if it is determined by the county committee that the seed used was not adapted seed of such quality as to meet the requirements of good farming practice.

If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, the practice shall not be counted toward earning the soil-building allowance.

If less than one-half of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the practice shall be counted toward earning the soil-building allowance.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to be paid for in whole or in part by a State or Federal agency.

SEEDING BIENNIAL LEGUMES

Practice No. 1 - Rate of Payment: $0.75 per Acre

The sowing of at least 8 pounds per acre of hardy, northern-grown domestic or Canadian medium red clover seed, or the sowing of at least 5 pounds of hardy, northern-grown domestic or Canadian medium red clover, together with at least 10 pounds of timothy, timothy and redtop, or timothy and other grasses approved by

the State committee. Payment will not be allowed for this practice if such seedings are plowed or disked under for green manure in 1941.

One-half pound of alsike clover may be substituted for 1 pound of medium red clover alone or in mixtures. Alfalfa and sweet clover may be substituted pound for pound for not more than one-half the amount of red clover in mixtures.

Other legume seed approved by the State committee may be substituted for medium red clover.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that enough lime and fertilizer were applied to establish ordinarily a good stand.

SEEDING PERENNIAL LEGUMES

Practice No. 2 - Rate of Payment: $1.50 per Acre

The sowing of at least 10 pounds per acre of hardy, northern-grown domestic or Canadian alfalfa seed on suitable land, or at least 2 pounds per acre of ladino clover in orchards. The alfalfa or clover may be sown with other legumes or grasses.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that enough lime and fertilizer were applied to establish ordinarily a good stand.

SEEDING PERMANENT PASTURE MIXTURES

Practice No. 3 - Rate of Payment: $3 per Acre

The seeding of a permanent pasture mixture of which at least 2 pounds per acre is white Dutch or ladino clover, or of which at least 1 pound is wild white clover. Five pounds of alfalfa seed may be substituted for 1 pound of white Dutch or ladino clover seed or for one-half pound of wild white clover seed.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that enough lime and fertilizer were applied to establish ordinarily a good stand.

RESEEDING ESTABLISHED PASTURES

Practice No. 4 - Rate of Payment: $1.50 for Each 10 Pounds of Seed

The reseeding of depleted established pastures with good seed of adapted pasture grasses or grasses and legumes.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that enough lime and fertilizer were applied to establish ordinarily a good stand.

APPLYING AVAILABLE PHOSPHORIC ACID

Practice No. 5 - Rate of Payment: $1.50 for Each 48 Pounds

The application of available phosphoric acid in connection with the seeding of biennial or perennial legumes, perennial grasses, winter legumes, green manure crops in orchards, or permanent pastures, or as a top dressing on orchard, pasture, or hay land sod, or green manure crops in orchards.

Payment may be made for superphosphate mixed with manure in the stable or on dropping boards if the manure is not to be sold or used on potatoes, commercial vegetables, tobacco, or corn for grain.

When superphosphate which is not mixed with manure is applied to a nurse crop which is harvested for grain, payment will be allowed only for the amount used per acre over 160 pounds of 20 percent superphosphate or the equivalent. Superphosphate furnished as conservation material shall not be applied unmixed with manure to nurse crops harvested for grain.

If the superphosphate used under this practice is furnished by the Agricultural Adjustment Administration, it shall be reported as practice No. 5A in the case of 20 percent superphosphate and as 5B in the case of triple superphosphate.

APPLYING AVAILABLE POTASH

Practice No. 6 - Rate of Payment: $1.50 for Each 75 Pounds

The application of available potash in connection with the seeding of biennial or perennial legumes, perennial grasses, winter legumes, or permanent pastures, or as a top dressing on orchard, pasture, or hay land sod.

LIMING CROPLAND, PASTURE LAND, OR ORCHARDS

Practice No. 7 - Rate of Payment: $5 for Each -

(1) 2,000 pounds of standard ground or standard pulverized limestone;
(2) 1,000 pounds of calcium oxide neutralizing equivalent in hydrated lime or quicklime; or
(3) 1-1/2 yards of field-dug marl.

The application of liming material to cropland, pasture land, or orchards.

Standard ground limestone is limestone which analyzes at least 50 percent calcium oxide neutralizing equivalent, which is ground sufficiently fine so that in each ton at least 1,000 pounds of calcium oxide neutralizing equivalent will pass through a 20-mesh sieve, and which contains all of the fine materials produced in grinding.

If the liming material used under this practice is furnished by the Agricultural Adjustment Administration, it shall be reported as practice No. 7A.

GREEN MANURE AND COVER CROPS

Practice No. 8 - Rate of Payment: $1.50 per Acre

The plowing or disking under of a good stand and a good growth of (1) biennial or perennial legumes or grasses for which no payment for seeding is allowed in 1941 and, except in orchards, from which no crop of such legumes or grasses has ever been harvested; (2) annual legumes; or (3) annual grasses or small grains used as winter green manure crops.

If the crop is grown in a commercial orchard and has not been harvested in 1941, payment will be allowed for cutting and leaving an evenly distributed good stand and good growth of such crop on the land, except that cutting is not required in blocks of trees damaged by the September 1938 hurricane.

It is not generally good farming practice to plow down green manure crops if it will result in leaving the land unprotected during the winter. It is recommended, therefore, that crops which otherwise might be considered as green manure crops for 1941 be left on the land as a winter cover wherever it is possible.

The following minimum rates of seeding per acre are recommended when the following crops are to be used alone as green manure:

Crop	Amount	Crop	Amount
Soybeans	60 pounds	Field peas	90 pounds
Red clover (mammoth or medium)	10 pounds	Crimson clover	10 pounds
Vetch	30 pounds	Rye	60 pounds
		Winter Barley	2-1/2 bushels

Practice No. 9 - Rate of Payment: $0.75 per Acre

The plowing or disking under of a good stand and a good growth of a summer non-leguminous green manure crop.

Payment will be allowed for leaving a good stand and a good growth of the crop on the land instead of plowing or disking it under. It is recommended that insofar as possible crops which otherwise might be plowed or disked under in 1941 be left on the land as a winter cover.

The following minimum rates of seeding per acre are recommended when the following crops are to be used alone as green manure:

Crop	Amount	Crop	Amount
Corn	30 pounds	Summer Barley	2-1/2 bushels
Millet	30 pounds	Oats	2-1/2 bushels
Buckwheat	72 pounds		

STRIPCROPPING

Practice No. 10 - Rate of Payment: $0.35 per Acre

The planting of cropland in strips on the contour. Strips of intertilled crops must be separated by strips of close-growing crops.

Operators must obtain the approval of the county committee and instructions from the Extension Service or the Soil Conservation Service before performing this practice.

CONTOUR CULTIVATION

Practice No. 11 - Rate of Payment: $0.20 per Acre

The cultivation of intertilled crops on the contour.

Operators must obtain the approval of the county committee and instructions from the Extension Service or the Soil Conservation Service before performing this practice.

MULCHING ORCHARDS AND VEGETABLE LAND

Practice No. 12 - Rate of Payment: $3 per Ton

The application to orchards or commercial vegetable land of not less than 1 ton per acre of air-dried straw or hay or equivalent mulching material, excluding barnyard and stable manure. Payment will not be allowed for the practice if any of the materials produced on the land during 1941 from grasses, legumes, green manure crops or cover crops, or the mulching material, are taken from the land.

Recommended mulching materials	Percentage of weight for credit
1. Air-dried straw	100
2. Air-dried tame or marsh hay	100
3. Green tame or marsh hay	50
4. Seaweed (dry)	100
5. Seaweed (wet)	25
6. Laying house poultry litter (dry)	100
7. Laying house poultry litter (wet)	50
8. Other materials approved by the State committee	

IMPROVING WOODLANDS

Practice No. 13 - Rate of Payment: $3 per Acre

The improvement of the stand of forest trees under a system of farm woodland and wildlife management which is approved in advance by the county committee and includes thinning, weeding, improvement or partial cutting, or any combination of these which is needed. At least 100 good timber trees or trees which can become good timber trees must be left free to grow and must be well scattered on

each acre of woodland improved. At least two-thirds of a complete crown canopy must also be left on each acre improved.

Payment will not be made for improving white pine stands unless currant and gooseberry bushes are removed from among the trees and throughout a protective border consistent with good woodland management.

EXCLUDING LIVESTOCK FROM FARM WOODLAND

Practice No. 14 - Rate of Payment: $0.35 per Acre

The restoration of farm woodland, including sugar maple orchards, previously used for pasture by keeping out domestic livestock.

Payment will be allowed for each acre of farm woodland out of which livestock are kept, but for not more than 2 acres for each animal unit which is normally allowed to graze in the woodland.

Animal unit means one cow, two calves, one horse, two colts, five sheep, or five goats, or the equivalent thereof.

The operator must obtain approval of the county committee before performing this practice.

If under the 1936, 1937, 1938, 1939, or 1940 program a farmer has received payment for constructing fence to keep livestock out of woodland or for keeping livestock out of sugar maple orchards or other woodlands, and the county committee determines that in 1941 livestock were again allowed by that farmer to graze in the same woodland or sugar maple orchard, an amount equal to the previous payments will be withheld from any payment which would otherwise be made to such farmer under the 1941 program.

PLANTING FOREST TREES

Practice No. 15 - Rate of Payment: $7.50 per Acre

The planting of transplanted forest trees or root-pruned seedlings of varieties approved by the State committee, at the rate of at least 1,000 trees per acre, in accordance with good forestry practice.

One thousand trees planted on two or more small tracts of less than 1 acre each shall be considered as an acre even though the total area may be larger. However, not less than 200 trees may be counted in this manner. Shrubs helpful to wildlife may be included in the planting.

Areas planted must be given reasonable protection against fire and damage by livestock-grazing and must be cultivated in accordance with good tree culture and wildlife-management practice.

Payment will not be made for planting white pine unless currant and gooseberry bushes are removed from the area to be planted and throughout a protective border consistent with good woodland management.

PASTURE IMPROVEMENT

Practice No. 16 - Rate of Payment: $3 per Acre

With prior approval of the county committee, improvement of noncrop open pasture land which the county committee determines will, when improved, be capable of carrying at least one animal unit for each two acres during a pasture season of at least four months. Improvement shall include uprooting and removal of shrubs, carrying out an adequate system of mowing, and, where necessary, leveling hummocks and removing loose stones. Payment will not be made unless sufficient liming materials, fertilizers, and seed, where needed, are applied to obtain a good stand.

CONSTRUCTION OF DIVERSION DITCHES

Practice No. 17 - Rate of Payment: $1.50 per 100 Linear Feet

Operators must obtain the approval of the county committee and instructions from the Extension Service or the Soil Conservation Service before performing this practice.

CONSTRUCTION OF RIPRAP OF ROCK OR OTHER SUITABLE MATERIAL SPECIFIED BY THE AGRICULTURAL ADJUSTMENT ADMINISTRATION ALONG WATER COURSES FOR THE CONTROL OF EROSION OF FARM LAND

Practice No. 18 - Rate of Payment: $0.50 per sq. yd. of exposed surface

Operators must obtain the approval of the county committee and instructions from the Extension Service or the Soil Conservation Service before performing this practice.

REMOVAL OF DISEASED OR UNECONOMIC APPLE TREES

Practice No. 19 - Rate of Payment: Trees 5 to 13 inches in diameter, $0.30 per Tree. Trees over 13 inches in diameter, $0.50 per Tree.

With the prior approval of the county committee, the removal of diseased or uneconomic apple trees, the major portion of whose fruit is of inferior quality. Payment will be made only for the removal of live permanent trees and not for the removal of filler or semi-permanent trees. Land so cleared shall not be used for the growing of soil-depleting crops during the year for which payment is made. No payment shall be made for trees less than 5 inches in diameter. Not more than $15 per acre may be earned under this practice.

AMOUNT OF PAYMENT EARNED ON FARMS WITH NO ALLOTMENTS

On a farm which has no allotment, the farmer has the right to earn for the year an amount equal to the sum of the soil-building allowance and the reforestation allowance. If he earns less, he will be paid what he earns. A farmer who wants to earn all he can under the program on a farm with no allotment should be careful not to plant more than 3 acres of potatoes. A farmer in Hillsboro or

Rockingham County who has no vegetable allotment should also be careful not to plant more than 3 acres of vegetables for market.

The total payment will be computed as follows:

Find the amount of the soil-building payment by adding together the payments for all soil-building practices carried out at the rates shown for the practices. However, if the total amount computed is larger than the soil-building allowance, the soil-building payment will be equal to the soil-building allowance. Any amount earned under practice No. 15 which is counted toward earning the soil-building allowance shall not be allowed toward earning the reforestation allowance.

Add to the soil-building payment the amount earned for planting forest trees under the reforestation allowance.

Then subtract ____ cents per bushel times the program yield for each acre over 3 planted to potatoes. In Hillsboro and Rockingham Counties subtract also $____ for each acre over 3 planted to commercial vegetables.

The remainder will be the total payment earned for the farm.

ALLOTMENTS

In 1941 allotments and program yields will be set by county committees in accordance with instructions issued by the Agricultural Adjustment Administration.

A potato allotment will be set for each farm that usually grows 3 acres or more of potatoes.

In Hillsboro and Rockingham Counties vegetable allotments will be set for farms on which 3 or more acres of vegetables are usually planted to be sold to persons not living on the farm.

Persons in Cheshire county who grow tobacco should see their county committee about the tobacco provisions of the program.

AMOUNT OF PAYMENT EARNED ON ALLOTMENT FARMS

On a farm with any allotment, the farmer has the right to earn for the year an amount equal to the sum of the soil-building allowance, the reforestation allowance, and the payments computed for all of his allotments. If he does not carry out all the practices he may, or grows more allotment crops than he should, the amount earned will be less.

The amount that is earned on any farm with an allotment is computed by finding the sum of the following payment items which apply to the farm and then subtracting the sum of the deductions, if any apply:

A payment at the rate shown for the practice will be computed for each soil-building practice carried out. The payment for practices cannot be larger than the soil-building allowance.

A payment of $7.50 for each acre planted to forest trees will be computed under the reforestation allowance.

FARMS WITH POTATO ALLOTMENTS

A payment of ____ cents per bushel times the program yield will be computed for each acre in the potato allotment. However, if the acreage of potatoes planted is less than 80 percent of the farm's potato allotment, payment will be made on an acreage equal to 125 percent of the acreage of potatoes planted, unless the county committee finds that the acreage of potatoes planted is less than 80 percent of the potato allotment because of flood or drought.

A deduction of ____ cents per bushel times the program yield will be made for each acre planted to potatoes over the potato allotment.

If the farm is in Hillsboro or Rockingham County and there is no vegetable allotment on the farm, the farmer should be careful not to plant more than 3 acres of vegetables to be sold to persons not living on the farm. If he does, there will be a deduction of $____ for each acre over 3. Vegetables, as defined under the program, do not include potatoes.

FARMS IN HILLSBORO AND ROCKINGHAM COUNTIES WITH VEGETABLE ALLOTMENTS

(Does not apply in other counties)

A payment of $____ will be computed for each acre in the vegetable allotment. However, if the acreage of vegetables planted is less than 80 percent of the farm's vegetable allotment, payment will be made on an acreage equal to 125 percent of the acreage of vegetables planted, unless the county committee finds that the acreage of vegetables planted is less than 80 percent of the vegetable allotment because of flood or drought.

A deduction of $____ will be made for each acre planted to commercial vegetables over the vegetable allotment.

Commercial vegetables means the planted acreage of annual vegetables or truck crops and the harvested acreage of perennial vegetables, of which any portion of the production is sold to persons not living on the farm. This definition does not include annual or perennial vegetables grown in home gardens for use on the farm, potatoes, dried beans, bulbs and flowers, watermelons, strawberries, and cantaloups.

If there is no potato allotment on the farm, the farmer should be careful not to plant more than 3 acres of potatoes. If he does, there will be a deduction of ____ cents per bushel times the program yield for each acre over 3.

ADJUSTMENT OF RATES

As an adjustment for participation, the rates of payment and deduction with respect to any commodity or item of payment may be increased or decreased from the rates set forth herein by as much as 10 percent.

COUNTY ADMINISTRATIVE EXPENSE

There will be deducted, from each person's payment, his share of the expense of administering the program in his county.

FURNISHING MATERIALS

Superphosphate and liming material will be furnished in New Hampshire to farmers who want those materials in place of a payment. Complete instructions for handling this provision will be furnished the county committee. See your local committeeman for information.

J. Ralph Graham,
Alfred E. Houston,
Paul E. Sargeant,
Albert H. Fletcher,
J. C. Kendall,
State Committee.

Earl P. Robinson,
Executive Assistant.

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Division.

THE 1941 AGRICULTURAL CONSERVATION PROGRAM FOR NEW JERSEY

The 1941 Agricultural Conservation Program gives farmers all over the country an opportunity to work together in saving their soil and its fertility, bringing about fairer incomes for themselves, and assuring consumers plenty of supplies.

All farmers in New Jersey who cooperate in the 1941 Agricultural Conservation Program will be offered assistance in using approved soil-building practices which will help to build up their soil. They will also have the right to earn payments by staying within allotments for potatoes, wheat, and vegetables.

The 1941 program year begins November 1, 1940, and ends October 31, 1941.

Applications for payment under the 1941 program must be filed in the county office not later than March 31, 1942.

REFORESTATION ALLOWANCE

Each farm will have a reforestation allowance of $15 in addition to the soil-building allowance. This reforestation allowance may be earned by planting forest trees in accordance with practice No. 12.

SOIL-BUILDING ALLOWANCE

Each New Jersey farmer who takes part in this program is expected to use one or more of the soil-building practices which are good for his farm. To get the most good from the program he should use, insofar as possible, practices which are not already being used on the farm. In order that the farmer will know how many practices he may carry out for payment, a soil-building allowance will be computed for his farm. This soil-building allowance is found by first adding all of the following items which apply to the farm:

___ cents times the acreage of cropland on the farm, not counting acreage in the potato and wheat allotments. Cropland means farm land which in 1940 was tilled or was in regular rotation, not counting any land in commercial orchards.

$___ times the acreage of commercial orchards on the farm. Commercial orchards means the acreage in planted or cultivated fruit trees, nut trees, vineyards, hops, or bush fruits on

the farm, from which the principal part of the production is normally sold. This definition does not include nonbearing orchards and nonbearing vineyards.

___ cents times the acreage of fenced, noncrop open pasture land in excess of one-half the acreage of cropland on the farm.

For any farm on which the sum of these items is $20 or more, the soil-building allowance will be equal to the total of these cropland, orchard, and pasture items.

For a nonallotment farm on which the sum of these items is less than $20, the soil-building allowance will be $20.

For an allotment farm on which the sum of these items is less than $20, the soil-building allowance will be equal to the larger of (1) the sum of these cropland, orchard, and pasture items or (2) the amount by which $20 is more than the sum of the allotment payments which could be earned on the farm.

SOIL-BUILDING PRACTICES

The following are soil-building practices which farmers in New Jersey may carry out for payment under the 1941 Agricultural Conservation Program. For each practice carried out as specified and in accordance with good farming practices on the farm, payment at the rate shown for the practice will be allowed toward earning the soil-building allowance for the farm. However, the total payment for carrying out practices cannot be larger than the soil-building allowance plus the additional $15 for planting forest trees under the reforestation allowance.

No credit for a seeding practice will be given if it is determined by the county committee that the seed used was not adapted seed of such quality as to meet the requirements of good farming practice.

If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, the practice shall not be counted toward earning the soil-building allowance.

If less than one-half of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the practice shall be counted toward earning the soil-building allowance.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to be paid for in whole or in part by a State or Federal agency.

Seeding Perennial Legumes

Practice No. 1 - Rate of Payment: $1.50 per Acre

The sowing per acre of (1) at least 12 pounds of alfalfa seed from Kansas, Utah, or a State farther north, or Canada, alfalfa seed bearing the State certification tag identifying it as Grimm alfalfa seed, or seed from other areas approved by the State committee; (2) any mixture containing per acre at least 8 pounds of such alfalfa seed and at least 4 pounds of other legume seed; or (3) at least 2 pounds of ladino clover alone or in mixtures. The seeding shall be made on cropland on which a good seed bed is prepared.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that sufficient lime and fertilizer were applied to establish ordinarily a good stand.

Seeding Pasture Mixtures

Practice No. 2 - Rate of Payment: $3 per acre

The sowing for pasture on a properly prepared seed bed of at least 10 pounds per acre of a pasture mixture containing at least 5 pounds of perennial grasses and at least 5 pounds of biennial or perennial legumes of which at least 2 pounds must be ladino or white clover, or any other mixture containing at least 2 pounds of ladino or white clover recommended by the State College of Agriculture and approved by the State committee. The seeding shall be made on land on which a suitable seed bed was prepared.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that sufficient lime and fertilizer were applied to establish ordinarily a good stand.

Seeding Biennial Legumes

Practice No. 3 - Rate of Payment: $0.75 per Acre

The seeding of (1) at least 8 pounds per acre of hardy domestic (unstained) or Canadian (stained 1 percent violet) red clover or its equivalent, alone, or (2) at least 5 pounds of such clover seed in mixtures with grasses or other clovers.

Eight pounds of white or yellow sweet clover or 3 pounds of alsike clover shall be considered the equivalent of 5 pounds of red clover.

If the stand is unsatisfactory, a soil test or other evidence satisfactory to the county committee must be submitted to show that sufficient lime and fertilizer were applied to establish ordinarily a good stand.

Green Manure Crops

Practice No. 4 - Rate of Payment: $1.50 per Acre

The plowing or disking under of a good stand and a good growth of (1) biennial or perennial legumes or grasses for which no payment for seeding is allowed in 1941 and, except in orchards, from which no crop of such legumes or grasses has ever been harvested; (2) annual legumes; or (3) annual grasses or small grains used as winter green manure crops.

If the crop is grown from a biennial or perennial grass or legume sod in an orchard and has not been harvested in 1941, payment will be allowed for cutting and leaving an evenly distributed good stand and good growth on the land instead of plowing or disking it under, even though a crop has been harvested from the sod in previous years.

Summer Green Manure Crops

Practice No. 5 - Rate of Payment: $0.75 per Acre

The plowing or disking under of a good stand and a good growth of a summer non-leguminous green manure crop.

Payment will be allowed for leaving a good stand and a good growth of the crop on the land instead of plowing or disking it under. It is recommended that insofar as possible crops which otherwise might be plowed or disked under in 1941 be left on the land as a winter cover.

Seeding Winter Cover Crops

Practice No. 6 - Rate of Payment: $1.50 per Acre

The seeding of winter vetch, or crimson clover, or a mixture of these, and leaving the resulting crop on the land as a winter cover crop. Rye or wheat or other suitable crop may be used as a support crop for vetch.

Seeding Annual Ryegrass

Practice No. 7 - Rate of Payment: $0.75 per Acre

The seeding of domestic ryegrass and leaving the resulting crop on the land as a winter cover crop.

Mulching Orchard and Vegetable Land

Practice No. 8 - Rate of Payment: $3 per Ton

The application of at least 1 ton per acre of air-dried straw or equivalent mulching material approved by the State Committee, excluding barnyard and stable manure, to orchard or commercial vegetable land as a mulch. All materials produced on the land during 1941 from grasses,

legumes, green manure crops, or cover crops, as well as the mulching material, must be left on the land.

Recommended mulching material	Percentage of weight for credit
1. Air-dried straw	100
2. Air-dried tame or marsh hay	100
3. Green tame or marsh hay	50
4. Other materials approved by the State committee	

Liming Cropland, Pasture Land, or Orchards

Practice No. 9 - Rate of Payment For:

(1) 1,000 pounds of standard ground limestone, or
(2) 1,100 pounds of ground oystershell, or
(3) 700 pounds of hydrated lime, or
(4) 3,000 pounds of acetylene waste lime.

Atlantic, Camden, Cape May, Cumberland, Gloucester, Ocean, and Salem Counties - - - - $2.25
Bergen, Burlington, Essex, Hunterdon, Mercer, Middlesex, Monmouth, Somerset, Passaic, and Union Counties - - - - $2.00
Morris, Sussex, and Warren Counties - - - - - - $1.75

The application per acre of at least 1,000 pounds of ground limestone, 1,100 pounds of ground oystershell, 700 pounds of hydrated lime, or 3,000 pounds of acetylene waste lime to pasture land, cropland, or orchards.

Standard ground limestone is limestone which will analyze at least 50 percent total magnesium and calcium oxides, 100 percent of which will pass through a 20-mesh sieve and at least 60 percent of which will pass through a 100-mesh sieve.

Equivalent quantities of other liming material approved by the State committee may be used.

Applying Available Phosphoric Acid

Practice No. 10 - Rate of Payment: $0.50 for Each 16 Pounds

The application of at least 16 pounds per acre of available phosphoric acid in connection with the seeding of perennial or biennial legumes, perennial grasses, winter legumes, green manure crops in orchards, or permanent pastures, or on established orchard, pasture, or hay land sods, or on green manure crops in orchards.

When phosphoric acid is used on a nurse crop which is harvested for grain, payment will be allowed only for the amount used over 32 pounds per acre.

Applying Available Potash

Practice No. 11 - Rate of Payment: $1 for each 50 Pounds

The application of available potash in connection with the seeding of perennial or biennial legumes, perennial grasses, winter legumes, or permanent pastures, or on established orchard, pasture, or hay land sods.

Planting Forest Trees

Practice No. 12 - Rate of Payment: $7.50 per Acre

The planting of forest trees of approved varieties at the rate of at least 1,000 trees per acre on suitable land. One thousand trees planted on two or more small tracts of less than one acre each will be considered as an acre, even though the total area may be larger. Shrubs helpful to wildlife may be included in the planting. Areas planted must be given reasonable protection from fire and damage by livestock-grazing and must be cultivated in accordance with good tree culture and wildlife-management practice.

Operators should obtain instructions for performing this practice from the county committee or the county agricultural agent.

Approved varieties for planting are:

White ash	Norway spruce	White pine
Tulip poplar	Scotch pine	Red oak
Black walnut	Red pine	White oak
Black locust		

The following varieties are approved for south Jersey only:

Loblolly pine	White cedar	Short leaf pine

Other varieties may be planted if the county committee approves the selection.

Hardwood species should be 1- or 2-year seedlings. Evergreens should be 2-year seedlings or transplants.

April is the preferable planting month for north Jersey. March or April is preferable for south Jersey. October or November is the second choice.

Woodland Management

Practice No. 13 - Rate of Payment: $3 per Acre

The improvement of the stand of forest trees under a system of farm woodland and wildlife management which includes thinning or pruning or, if needed, both. At least 100 good timber trees or trees which can become

good timber trees must be left well scattered on each acre of woodland improved.

Operators must obtain prior approval from the county committee and must carry out the practice in accordance with the recommendations of the New Jersey Agricultural Extension Service.

Desirable species for development are those named in Practice No. 12.

Sanding Cranberry Bogs

Practice No. 14 - Rate of Payment: $7.50 per Acre

The application of sand, free from stones or loam, to a depth of at least one-half inch on fruiting cranberry bogs to prevent soil deterioration and decline in the productive capacity of the land.

The county committee will require proof of the number of cubic yards of sand applied per acre.

Continuous Flooding of Cranberry Bogs

Practice No. 15 - Rate of Payment: $7.50 per Acre

Flooding fruiting cranberry bogs before January 1, 1941, and holding the water on such bogs continuously until July 5, 1941.

Stripcropping

Practice No. 16 - Rate of Payment: $0.35 per Acre

The establishment and maintenance of alternate contour strips of intertilled and close-growing crops. This practice is to be carried out according to plans approved in advance by the county committee based on the recommendations of the New Jersey Agricultural Extension Service or the Soil Conservation Service.

Contour Farming

Practice No. 17 - Rate of Payment: $0.20 per Acre

The cultivation of intertilled crops on the contour.

This practice must be carried out according to plans approved in advance by the county committee based on the recommendations of the New Jersey Agricultural Extension Service or the Soil Conservation Service.

Terracing

Practice No. 18 - Rate of Payment: $1.50 for each 200 Linear Feet

The construction of standard terraces for which proper outlets are provided.

This practice must be carried out according to plans approved in advance by the county committee based on the recommendations of the New Jersey Agricultural Extension Service or the Soil Conservation Service.

Constructing Diversion Ditches

Practice No. 19 - Rate of Payment: $1.50 for Each 100 Linear Feet

The construction of diversion ditches for which proper outlets are provided. This practice must be carried out according to plans approved in advance by the county committee and based on the recommendations of the Soil Conservation Service or the New Jersey Agricultural Extension Service.

Contour Furrowing Noncrop Open Pasture Land

Practice No. 20 - Rate of Payment: $0.25 per 100 Linear Feet but Not to Exceed $0.75 per Acre

This practice must be carried out in accordance with plans recommended by the New Jersey Agricultural Extension Service or the Soil Conservation Service and approved in advance by the county committee.

Improving Noncrop Open Pasture Land

Practice No. 21 - Rate of Payment: $3.00 per Acre

With prior approval of the county committee, improvement of noncrop open pasture land which the county committee determines will, when improved, be capable of carrying at least one animal unit for each two acres during a pasture season of at least four months. Improvement shall include uprooting and removal of shrubs, leveling hummocks, carrying out an adequate system of mowing, and removing loose stones. Payment will not be made unless sufficient liming materials, fertilizer, and seed, where needed, are applied to obtain a good stand.

Establishing Sod Waterways

Practice No. 22 - Rate of Payment: $0.25 per 100 Linear Feet

Establishing permanent sod waterways on cropland which is used for an intertilled crop in 1941 or in cultivated orchards.

Payment will not be allowed for this practice unless the waterway

has an average width of 10 feet or more and the channel is sufficiently wide at all points to carry all water diverted into it under conditions of maximum probable rainfall.

Removal of Diseased or Uneconomic Apple Trees

Practice No. 23 - Rate of Payment:
Trees 5 to 12 inches in diameter, $0.30 per Tree
Trees over 12 inches in diameter, $0.50 per Tree

With prior approval of the county committee, the removal of diseased or uneconomic permanent live apple trees, the major portion of whose fruit is of inferior quality. Land from which the trees have been removed shall not be used for the growing of any crop other than grasses, legumes, or green manure crops during the 1941 program year. Payment will not be made for the removal of trees less than 5 inches in diameter or for the removal of filler or semi-permanent trees.

Not more than $15 per acre may be earned under this practice.

AMOUNT OF PAYMENT EARNED ON FARMS WITH NO ALLOTMENTS

On a farm which has no allotment, the farmer has the right to earn for the year an amount equal to the sum of the soil-building allowance and the reforestation allowance. If he earns less, he will be paid what he earns. A farmer who wants to earn all he can under the program on a farm with no allotment should be careful not to plant more than 3 acres of vegetables for market, not to plant more than 3 acres of potatoes, and not to harvest for grain or for any other purpose after reaching maturity more than 10 acres or the usual acreage of wheat for his farm, whichever is larger.

The total payment will be computed as follows:

Find the amount of the soil-building payment by adding together the payments for all soil-building practices carried out at the rates shown for the practices. However, if the total amount computed is larger than the soil-building allowance, the soil-building payment will be equal to the soil-building allowance. Any amount earned under practice No. 12 which is counted toward earning the soil-building allowance shall not be allowed toward earning the reforestation allowance. Add to the soil-building payment the amount earned under the reforestation allowance.

Then subtract ____ cents per bushel times the program yield for each acre over 3 planted to potatoes. Subtract ___ cents per bushel times the program yield of wheat for the farm for each acre of wheat harvested for grain or for any other purpose after reaching maturity in excess of the usual acreage of wheat set for the farm. If no usual acreage is set, subtract at the same rate for each acre of wheat over 10 harvested for grain or for any other purpose after reaching maturity. Subtract also ____ for each acre over 3 planted to vegetables for market.

The remainder will be the total payment earned for the farm.

ALLOTMENTS

In 1941 allotments, usual acreages, and program yields will be set by county committees in accordance with instructions issued by the Agricultural Adjustment Administration.

A potato allotment will be set on each farm that usually grows 3 acres or more of potatoes.

A wheat allotment is set for each farm on which wheat is grown if the operator of the farm desires the allotment. If no allotment is set on a farm and more than 10 acres are usually harvested for grain or for any other purpose after reaching maturity, a usual acreage of wheat harvested will be set for that farm.

A conservation acreage goal will be determined for each farm for which a potato or wheat allotment is established. This goal will be determined by multiplying the acreage of cropland on the farm by the county percentage of conserving crops. The following cropland uses will be considered as conserving acreage for the purposes of meeting this conservation acreage goal: Biennial or perennial legumes; perennial grasses; ryegrass; green manure crops; cowpeas; winter legumes; soybeans; fall-seeded small grains not harvested for grain; forest trees; or land on which approved terraces are constructed and no soil-depleting crop is grown.

A vegetable allotment will be set for each farm on which 3 or more acres of vegetables are usually planted to be sold to persons not living on the farm.

AMOUNT OF PAYMENT EARNED ON ALLOTMENT FARMS

On a farm with any allotment, the farmer has the right to earn for the year an amount equal to the sum of the soil-building allowance, the reforestation allowance, and the payments computed for all of his allotments. If he does not carry out all the practices he may, or if he grows more allotment crops than he should, the amount earned will be less.

The amount that is earned on any farm with an allotment is computed by finding the sum of the following payment items which apply to the farm and then subtracting the sum of the deductions, if any apply:

A payment at the rate shown for the practice will be computed for each soil-building practice carried out. The payment for practices cannot be larger than the soil-building allowance.

A payment of $7.50 will be computed for each acre planted to forest trees under the reforestation allowance.

Farms with Potato Allotments

A payment of ___ cents per bushel times the program yield will be computed for each acre in the potato allotment. However, if the acreage of potatoes planted is less than 80 percent of the farm's potato allotment, payment will be made on an acreage equal to 125 percent of the acreage of potatoes planted, unless the county committee finds that the acreage of potatoes planted is less than 80 percent of the potato allotment because of flood or drought.

A deduction of ___ cents per bushel times the program yield will be made for each acre planted to potatoes over the potato allotment.

A deduction of $5 per acre will be made for each acre by which the conserving acreage on the farm is less than the conservation acreage goal.

If there is no wheat allotment on the farm, the farmer should be careful not to harvest for grain or for any other purpose after reaching maturity more than 10 acres of wheat or the usual acreage of wheat for the farm, whichever is larger. If he does, there will be a deduction of ___ cents per bushel times the program yield for each excess acre.

If there is no vegetable allotment on the farm, the farmer should be careful not to plant more than 3 acres of vegetables to be sold to persons not living on the farm. If he does, there will be a deduction of $___ for each acre over 3. Vegetables, as defined under the program, do not include potatoes.

Farms with Wheat Allotments

A payment of ___ cents per bushel times the program yield will be computed for each acre in the wheat allotment. However, if the acreage of wheat planted is less than 80 percent of the farm's wheat allotment, payment will be made on an acreage equal to 125 percent of the acreage of wheat planted, unless the county committee finds that the acreage of wheat planted is less than 80 percent of the wheat allotment because of flood or drought.

A deduction of ___ cents per bushel times the program yield will be made for each acre planted to wheat over the wheat allotment.

A deduction of $5 per acre will be made for each acre by which the conserving acreage on the farm is less than the conservation acreage goal.

If there is no potato allotment on the farm, the farmer should be careful not to plant more than 3 acres of potatoes. If he does, there will be a deduction of ___ cents per bushel times the program yield for each acre over 3.

If there is no vegetable allotment on the farm, the farmer should be careful not to plant more than 3 acres of vegetables to be sold to persons not living on the farm. If he does, there will be a deduction of $___ for each acre over 3. Vegetables, as defined under the program, do not include potatoes.

Farms with Vegetable Allotments

A payment of $___ will be computed for each acre in the vegetable allotment. However, if the acreage of vegetables planted is less than 80 percent of the farm's vegetable allotment, payment will be made on an acreage equal to 125 percent of the acreage of vegetables planted, unless the county committee finds that the acreage of vegetables planted is less than 80 percent of the vegetable allotment because of flood or drought.

A deduction of $___ will be made for each acre planted to commercial vegetables over the vegetable allotment.

Commercial vegetables means the planted acreage of annual vegetables or truck crops and the harvested acreage of perennial vegetables, of which any portion of the production is sold to persons not living on the farm. This definition does not include annual or perennial vegetables grown in home gardens for use on the farm, potatoes, dried beans, bulbs and flowers, and watermelons.

If there is no potato allotment on the farm, the farmer should be careful not to plant more than 3 acres of potatoes. If he does, there will be a deduction of ___ cents per bushel times the program yield for each acre over 3.

If there is no wheat allotment on the farm, the farmer should be careful not to harvest for grain or for any other purpose after reaching maturity more than 10 acres of wheat or the usual acreage of wheat for the farm, whichever is larger. If he does, there will be a deduction of ___ cents per bushel times the program yield for each excess acre.

ADJUSTMENT OF RATES

As an adjustment for participation, the rates of payment and deduction with respect to any commodity or item of payment may be increased or decreased from the rates set forth herein by as much as 10 percent.

COUNTY ADMINISTRATIVE EXPENSE

There will be deducted, from each person's payment, his share of the expense of administering the program in his county.

Charles A. Collins,
Kenneth Roberts,
Theodore H. Dilts,
James C. Ewart,
Jacob A. Blakeslee,
Laurence A. Bevan,
State Committee.

Charles A. Thompson,
State Executive Officer.

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

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Northeast Division

THE 1941 AGRICULTURAL CONSERVATION PROGRAM FOR RHODE ISLAND

The 1941 Agricultural Conservation Program gives farmers all over the country an opportunity to work together in saving their soil and its fertility, bringing about fairer incomes for themselves, and assuring consumers plenty of supplies.

All farmers in Rhode Island who cooperate in the 1941 Agricultural Conservation Program will be offered assistance in using approved soil-building practices which will help to build up their soil. They will also have the right to earn payments by staying within allotments for potatoes and vegetables.

The 1941 program year begins October 1, 1940, and ends September 30, 1941.

Applications for payment under the 1941 program must be filed in the county office not later than March 31, 1942.

REFORESTATION ALLOWANCE

Each farm will have a reforestation allowance of $15 in addition to the soil-building allowance. This reforestation allowance may be earned by planting forest trees in accordance with practice No. 14.

SOIL-BUILDING ALLOWANCE

Each Rhode Island farmer who takes part in this program is expected to use one or more of the soil-building practices which are good for his farm. To get the most good from the program he should use, insofar as possible, practices which are not already being used on his farm. In order that the farmer will know how many practices he may carry out for payment, a soil-building allowance will be computed for his farm. This soil-building allowance is found by first adding all of the following items which apply to the farm:

___ cents times the acreage of cropland on the farm, not counting acreage in the potato allotment. Cropland means farm land which in 1940 was tilled or was in regular rotation, not counting any land in commercial orchards.

$___ times the acreage of commercial orchards on the farm. Commercial orchards means the acreage in planted or cultivated fruit trees, nut trees, vineyards, hops, or bush fruits on the farm, from which the principal part of the production is normally sold. This definiton does not include non-bearing orchards and nonbearing vineyards.

___ cents times the acreage of fenced, noncrop open pasture land in excess of one-half the acreage of cropland on the farm.

For any farm on which the sum of these items is $20 or more, the soil-building allowance will be equal to the total of these cropland, pasture, and orchard items.

For a nonallotment farm on which the sum of these items is less than $20, the soil-building allowance will be $20.

For an allotment farm on which the sum of these items is less than $20, the soil-building allowance will be equal to the larger of (1) the sum of these cropland, orchard, and pasture items or (2) the amount by which $20 is more than the sum of the allotment payments which could be earned on the farm.

SOIL-BUILDING PRACTICES

The following are soil-building practices which farmers in Rhode Island may carry out for payment under the 1941 Agricultural Conservation Program. For each practice carried out as specified and in accordance with good farming practices on the farm, payment at the rate shown for the practice will be allowed toward earning the soil-building allowance for the farm. However, the total payment for carrying out practices cannot be larger than the soil-building allowance plus the additional $15 for planting forest trees under the reforestation allowance.

No credit for a seeding practice will be given if it is determined by the county committee that the seed used was not adapted seed of such quality as to meet the requirements of good farming practices.

If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, the practice shall not be counted toward earning the Soil-building allowance.

If less than one-half of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the practice shall be counted toward earning the soil-building allowance.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to be paid for in whole or in part by a State or Federal agency.

Liming Cropland, Pasture Land, or Orchards

Practice No. 1 - Rate of Payment: $4.50 for each -

(1) 2,000 pounds of standard ground limestone, or
1,500 pounds of hydrated lime.
(2) 1,000 pounds of calcium oxide neutralizing equivalent in ground limestone (other than standard) which will pass through a 20-mesh sieve.

The application of ground limestone or hydrated lime to cropland, pasture land, or orchards. Other liming material approved by the State committee may be used.

Standard ground limestone is limestone which analyzes at least 50 percent calcium oxide neutralizing equivalent, which is ground sufficiently fine so that in each ton at least 1,000 pounds of calcium oxide neutralizing equivalent will pass through a 20-mesh sieve, and which contains all of the fine materials produced in grinding.

If the liming material used under this practice is furnished by the Agricultural Adjustment Administration, it shall be reported as practice No. 1A.

Applying Superphosphate

Practice No. 2 - Rate of Payment: $0.625 for Each 100 Pounds of 20 Percent Superphosphate or the Equivalent

The application of 20 percent superphosphate or the equivalent (1) in connection with the seeding of alfalfa or clovers, perennial grasses, winter vetch, green manure crops in orchards, or permanent pasture mixtures; or (2) as a top dressing on orchard, pasture, or hay land sods, or on green manure crops in orchards.

Payment may be made for superphosphate mixed with manure in the stable or on dropping boards if the manure is not to be sold or used on potatoes, commercial vegetables, or corn for grain.

When superphosphate which is not mixed with manure is applied to a nurse crop which is harvested for grain, payment will be allowed only for the amount used per acre over 160 pounds of 20% superphosphate or the equivalent. Superphosphate which is furnished as conservation material shall not be applied to nurse crops harvested for grain unless it has been mixed with manure in the stable or on dropping boards in poultry houses.

If the superphosphate used under this practice is furnished by the Agricultural Adjustment Administration, it shall be reported as practice No. 2A.

Applying Muriate of Potash

Practice No. 3 - Rate of Payment: $1.00 for Each 100 Pounds of 50 Percent Muriate of Potash or Its Equivalent

The application of 50 percent muriate of potash or its equivalent to alfalfa, clover, perennial grasses, winter vetch, or permanent pasture, or in connection with the seeding of these legumes and grasses.

Seeding Alfalfa

Practice No. 4 - Rate of Payment: $1.50 per Acre

On land suited to the growth of alfalfa, the seeding of at least 15 pounds per acre of hardy, northern-grown domestic or Canadian alfalfa seed, alone or in mixtures.

The seeding should be made on land prepared by the application of at least (1) 6,000 pounds of ground limestone or 4,500 pounds of hydrated lime, 600 pounds of 20 percent superphosphate or its equivalent, and 300 pounds of 50 percent muriate of potash or its equivalent per acre, or (2) sufficient liming material, superphosphate, and potash per acre to meet the requirements shown by a soil test which conforms to the requirements of the State committee.

Seeding Red or Alsike Clover

Practice No. 5 - Rate of Payment: $0.75 per Acre

The seeding per acre of mixtures containing at least 5 pounds of hardy, northern-grown domestic or Canadian red clover or alsike clover.

Seeding should be on land prepared by the application of at least (1) 2,000 pounds of ground limestone or 1,500 pounds of hydrated lime, 500 pounds of 20 percent superphosphate or its equivalent, and 200 pounds of 50 percent muriate of potash or its equivalent per acre, or (2) sufficient liming material, superphosphate, and potash per acre to meet the requirements shown by a soil test which conforms to the requirements of the State committee.

Seeding Pasture Mixtures

Practice No. 6 - Rate of Payment: $3.00 per Acre

The seeding of pasture mixtures containing at least 2 pounds of ladino or white Dutch clover per acre.

Seeding should be made on land prepared by the application of at least (1) 2,000 pounds of ground limestone or 1,500 pounds of hydrated lime, 500 pounds of 20 percent superphosphate or its equivalent, and 200 pounds of 50 percent muriate of potash or its equivalent per acre; or (2) sufficient liming material, superphosphate, and potash per acre to meet the requirements shown by a soil test which conforms to the requirements of the State committee.

Seeding Poultry Ranges

Practice No. 7 - Rate of Payment: $3.00 per Acre

The seeding of poultry range or pasture mixtures containing at least 2 pounds of ladino clover per acre.

Seeding should be made on land prepared by the application of at least (1) 2,000 pounds of ground limestone or 1,500 pounds of hydrated lime, 500 pounds of 20 percent superphosphate or its equivalent, and 200 pounds per acre of 50 percent muriate of potash or its equivalent per acre, or (2) sufficient liming material, superphosphate, and potash per acre to meet the requirements shown by a soil test which conforms to the requirements of the State committee.

A suggested seeding mixture for one acre would be: 2 pounds of ladino clover, 6 pounds of Kentucky bluegrass, 5 pounds of perennial ryegrass, and 5 pounds of rough stalked meadow grass.

Seeding Winter Cover Crops

Practice No. 8 - Rate of Payment: $1.50 per Acre

The seeding and leaving of a good growth of winter vetch on the land as a winter cover crop. Winter wheat or rye may be used as a support crop for winter vetch.

Seeding Annual Ryegrass

Practice No. 9 - Rate of Payment: $0.75 per Acre

The seeding of at least 25 pounds per acre of annual ryegrass and leaving the resulting crop on the land as a winter cover crop.

Green Manure Crops

Practice No. 10 - Rate of Payment: $1.50 per Acre

The plowing or disking under of a good stand and a good growth of (1) biennial or perennial legumes or grasses for which no payment for seeding is allowed under the 1941 program and, except in orchards, from which no crop of such legumes or grasses has ever been harvested; (2) annual legumes; or (3) annual grasses or small grains used as winter green manure crops.

If the crop is grown in a commercial orchard and has not been harvested in 1941, payment will be allowed for cutting and leaving an evenly distributed good stand and good growth of such crop on the land except that cutting is not required in blocks of trees damaged by the September 1938 hurricane.

It is not generally good farming practice to plow down green manure crops if it will result in leaving the land unprotected during the winter. It is recommended, therefore, that crops which otherwise might be considered as green manure crops for 1941 be left on the land as a winter cover wherever it is possible.

Practice No. 11 - Rate of Payment: $0.75 per Acre

The plowing or disking under of a good stand and a good growth of a summer non-leguminous green manure crop.

Payment will be allowed for leaving a good stand and a good growth of the crop on the land instead of plowing or disking it under. It is recommended that insofar as possible crops which otherwise might be plowed or disked under in 1941 be left on the land as a winter cover.

Mulching Orchard Land

Practice No. 12 - Rate of Payment: $3 per Ton

The application of at least 1 ton per acre of air-dried straw or hay, excluding barnyard manure and stable manure, to orchard or vegetable land as a mulch. All materials produced on the land during 1941 from grasses, legumes, green manure

crops, or cover crops, as well as the mulching material, are to be left on the land.

Cotton waste and wool waste may be used, but payment will be allowed for only 50 percent of the weight.

Improving Woodlands

Practice No. 13 - Rate of Payment: $3.00 per Acre

The improvement of the stand of forest trees under a system of farm woodland and wildlife management which includes pruning or thinning or, if needed, both. At least 100 good timber trees or trees which can become good timber trees must be left well scattered on each acre of woodland improved.

Operators must obtain prior approval from the county committee and must carry out the practice in accordance with the recommendations of the State or Extension Forester.

Payment will not be made for improving white pine stands unless currant and gooseberry bushes are removed from among the trees and throughout a protective border consistent with good woodland management.

Planting Forest Trees

Practice No. 14 - Rate of Payment: $7.50 per Acre

The planting of transplanted forest trees at the rate of at least 1,000 trees per acre spaced approximately 6 by 6 feet. One thousand trees planted on two or more small tracts of less than 1 acre each shall be considered as an acre, even though the total area may be larger. Shrubs helpful to wildlife may be included in the planting.

Areas planted must be given reasonable protection against damage by livestock-grazing and fire and must be cultivated in accordance with good tree culture and wildlife-management practice.

Payment will not be made for planting white pine unless currant and gooseberry bushes are removed from the area to be planted and throughout a protective border consistent with good woodland management.

Species of trees approved for planting are the following:

Balsam fir	Hickory	White ash
Basswood	Norway spruce	White cedar
Beech	Red oak	White oak
Black birch	Red pine	White pine
Black locust	Sugar maple	White spruce
Hemlock	Tulip poplar	Yellow birch

Excluding Livestock from Farm Woodland

Practice No. 15 - Rate of Payment: $0.35 per Acre

The restoration of farm woodland previously used for pasture by keeping out livestock.

Payment will be allowed for each acre of woodland out of which livestock are kept, but for not more than 2 acres for each animal unit which is normally allowed to graze in the woodland.

Animal unit means 1 cow, 2 calves, 1 horse, 2 colts, 5 sheep, or 5 goats, or the equivalent thereof.

The operator must obtain the approval of the county committee before performing this practice.

If under the 1936, 1937, 1938, 1939, or 1940 program a farmer has received payment for constructing fence to keep livestock out of woodland or for keeping livestock out of sugar maple orchards or other woodlands and the county committee determines that in 1941 livestock were again allowed by that farmer to graze in the same woodland or sugar maple orchard, an amount equal to the previous payments will be withheld from any payment which would otherwise be made to such farmer under the 1941 program.

Stripcropping

Practice No. 16 - Rate of Payment: $0.35 per Acre

The planting of cropland in strips on the contour. Strips of intertilled crops must be separated by strips of close-growing crops.

This practice must be carried out in accordance with plans recommended by the Soil Conservation Service and approved in advance by the county committee.

Constructing Diversion Ditches

Practice No. 17 - Rate of Payment: $1.50 for Each 100 Linear Feet

The construction of diversion ditches for which proper outlets are provided.

This practice must be carried out in accordance with plans recommended by the Soil Conservation Service and approved in advance by the county committee.

Sanding Cranberry Bogs

Practice No. 18 - Rate of Payment: $7.50 per Acre

The application of sand, free from stones or loam, to a depth of at least one-half inch on fruiting cranberry bogs to prevent soil deterioration and decline in the productive capacity of the land.

The county committee will require proof of the amount of sand applied per acre.

Improving Noncrop Open Pasture Land

Practice No. 19 - Rate of Payment: $3.00 per Acre

With prior approval of the county committee, improvement of noncrop open pasture land which the county committee determines will, when improved, be capable of carrying at least one animal unit for each two acres during a pasture season of at least four months. Improvement shall include uprooting and removal of shrubs, carrying out an adequate system of mowing, and, where necessary, leveling hummocks and removing loose stones. Payment will not be made unless sufficient liming materials, fertilizer, and seed, where needed, are applied to obtain a good stand.

AMOUNT OF PAYMENT EARNED ON FARMS WITH NO ALLOTMENTS

On a farm which has no acreage allotment, the farmer has the right to earn for the year an amount equal to the sum of the soil-building allowance and the reforestation allowance. If he earns less, he will be paid what he earns. A farmer who wants to earn all he can under the program on a farm with no allotment should be careful not to plant more than 3 acres of vegetables for market and not to plant more than 3 acres of potatoes.

The total payment will be computed as follows:

Find the amount of the soil-building payment by adding together the payments for all soil-building practices carried out at the rates shown for the practices. However, if the total amount computed is larger than the soil-building allowance, the soil-building payment will be equal to the soil-building allowance. Any amount earned under practice No. 14 which is counted toward earning the soil-building allowance shall not be allowed toward earning the reforestation allowance.

Add to the soil-building payment the amount earned under the reforestation allowance.

Then subtract $____ for each acre over 3 planted to commercial vegetables.

Subtract also ___ cents per bushel times the program yield for each acre over 3 planted to potatoes.

The remainder will be the total payment earned for the farm.

ALLOTMENTS

In 1941 allotments and program yields will be set by county committees in accordance with instructions issued by the Agricultural Adjustment Administration.

A potato allotment will be set on each farm that usually grows 3 acres or more of potatoes.

A vegetable allotment will be set for each farm on which 3 or more acres of vegetables are usually planted to be sold to persons not living on the farm.

AMOUNT OF PAYMENT EARNED ON ALLOTMENT FARMS

On a farm with a potato or vegetable allotment, the farmer has the right to earn for the year an amount equal to the sum of the soil-building allowance, the reforestation allowance, and the payments computed for his potato and vegetable allotments. If he does not carry out all the practices he may, or if he grows more potatoes or vegetables than he should, the amount will be less.

The amount that is earned on any farm with an allotment is computed by finding the sum of the following payment items which apply to the farm and then subtracting the sum of the deductions, if any apply:

A payment at the rate shown for the practice will be computed for each soil-building practice carried out. The payment for practices cannot be larger than the soil-building allowance.

A payment of $7.50 for each acre planted to forest trees will be computed under the reforestation allowance.

Farms with Potato Allotments

A payment of __ cents per bushel times the program yield of potatoes per acre will be computed for each acre in the potato allotment. However, if the acreage of potatoes planted is less than 80 percent of the farm's potato allotment, payment will be made on an acreage equal to 125 percent of the acreage of potatoes planted, unless the county committee finds that the acreage of potatoes planted is less than 80 percent of the potato allotment because of flood or drought.

A deduction of __ cents per bushel times the program yield will be made for each acre planted to potatoes over the potato allotment.

If there is no vegetable allotment on the farm, the farmer should be careful not to plant more than 3 acres of vegetables to be sold to persons not living on the farm. If he does, there will be a deduction of $__ for each acre over 3. Vegetables, as defined under the program, do not include potatoes.

Farms with Vegetable Allotments

A payment of $__ will be computed for each acre in the vegetable allotment. However, if the acreage of vegetables planted is less than 80 percent of the farm's vegetable allotment, payment will be made on an acreage equal to 125 percent of the acreage of vegetables planted, unless the county committee finds that the acreage of vegetables planted is less than 80 percent of the vegetable allotment because of flood or drought.

A deduction of $__ will be made for each acre planted to commercial vegetables over the vegetable allotment.

Commercial vegetables means the planted acreage of annual vegetables or truck crops and the harvested acreage of perennial vegetables, of which

any portion of the production is sold to persons not living on the farm. This definition does not include annual or perennial vegetables grown in home gardens for use on the farm, potatoes, dried beans, bulbs and flowers, watermelons, sweetpotatoes, strawberries, and cantaloups.

If there is no potato allotment on the farm, the farmer should be careful not to plant more than 3 acres of potatoes. If he does, there will be a deduction of ___ cents per bushel times the program yield for each acre over 3.

ADJUSTMENT OF RATES

As an adjustment for participation, the rates of payment and deduction with respect to any commodity or item of payment may be increased or decreased from the rates set forth herein by as much as 10 percent.

COUNTY ADMINISTRATIVE EXPENSE

There will be deducted, from each person's payment, his share of the expense of administering the program in his county.

FURNISHING MATERIALS

Superphosphate and liming material will be furnished in some counties in Rhode Island to farmers who want those materials in place of a payment. Complete instructions for handling this provision will be furnished the county committees. See your local county or community committeeman for information.

Jacob Menzi,
Everett L. Carr,
Oscar R. Hallene,
H. O. Stuart,
State Committee.

Ralph S. Shaw, State Executive Officer,
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Director, Northeast Division,
Agricultural Adjustment Administratio

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Division

THE 1941 AGRICULTURAL CONSERVATION PROGRAM FOR VERMONT

The 1941 Agricultural Conservation Program gives farmers all over the country an opportunity to work together in saving their soil and its fertility, bringing about fairer incomes for themselves, and assuring consumers plenty of supplies.

All farmers in Vermont who cooperate in the 1941 Agricultural Conservation Program will be offered assistance in using approved soil-building practices which will help to build up their soil. They will also have the right to earn payments by staying within allotments for potatoes.

The 1941 program year begins November 1, 1940, and ends October 31, 1941.

Applications for payment under the 1941 program must be filed in the county office not later than March 31, 1942.

REFORESTATION ALLOWANCE

Each farm will have a reforestation allowance of $15 in addition to the soil-building allowance. This reforestation allowance may be earned by planting forest trees in accordance with practice No. 10.

SOIL-BUILDING ALLOWANCE

Each Vermont farmer who takes part in this program is expected to use one or more of the soil-building practices which are good for his farm. To get the most good from the program he should use, insofar as possible, practices which are not already being used on his farm. In order that the farmer will know how many practices he may carry out for payment, a soil-building allowance will be computed for his farm. This soil-building allowance is found by first adding all of the following items which apply to the farm:

_____ cents times the acreage of cropland on the farm, not counting acreage in the potato allotment. Cropland means farm land which in 1940 was tilled or was in regular rotation, not counting any land in commercial orchards.

_____ times the acreage of commercial orchards on the farm. Commercial orchards means the acreage in planted or cultivated fruit trees, nut trees, vineyards, hops, or bush fruits on the farm, from which the principal part of the production is normally sold. This definition does not include nonbearing orchards and nonbearing vineyards.

_____ cents times the acreage of fenced, noncrop open pasture land in excess of one-half the acreage of cropland on the farm.

For any farm on which the sum of these items is $20 or more, the soil-building allowance will be equal to the total of these cropland, pasture, and orchard items.

For a nonallotment farm on which the sum of these items is less than $20, the soil-building allowance will be $20.

For an allotment farm on which the sum of these items is less than $20, the soil-building allowance will be equal to the larger of (1) the sum of these cropland, orchard, and pasture items or (2) the amount by which $20 is more than the sum of the allotment payments which could be earned on the farm.

SOIL-BUILDING PRACTICES

The following are soil-building practices which farmers in Vermont may carry out for payment under the 1941 Agricultural Conservation Program. For each practice carried out as specified and in accordance with good farming practices on the farm, payment at the rate shown for the practice will be allowed toward earning the soil-building allowance for the farm. However, the total payment for carrying out practices cannot be larger than the soil-building allowance plus the additional $15 for planting forest trees under the reforestation allowance.

No credit for a seeding practice will be given if it is determined by the county committee that the seed used was not adapted seed of such quality as to meet the requirements of good farming practice.

If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, the practice shall not be counted toward earning the soil-building allowance.

If less than one-half of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the practice shall be counted toward earning the soil-building allowance.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to be paid for in whole or in part by a State or Federal agency.

Liming Cropland, Pasture Land, or Orchards

Practice No. 1 - Rate of Payment: For--

(1) Each ton of standard ground limestone,
(2) Each 1,000 pounds of total calcium oxide or equivalent in magnesium oxide in other liming materials (except marl and wet waste lime) which will pass through a 20-mesh sieve, or
(3) Each 1,000 pounds of total calcium oxide or equivalent in magnesium oxide in marl or wet waste lime.

Addison, Chittenden, and Rutland Counties - - - - - - - - - - - $3.50

Bennington, Franklin, and Windsor Counties - - - - - - - - - - $3.75

Grand Isle, Lamoille, and Windham Counties - - - - - - - - - - - - $4.25

Caledonia, Orange, Orleans, and Washington Counties: - - - - - - $4.75

Essex County - $5.50

The application to cropland, pasture land, or orchards of at least 1,000 pounds per acre of standard ground limestone or its equivalent.

If a farmer uses any material which is not registered with the State regulatory service, he must submit evidence satisfactory to the county committee as to the calcium oxide neutralizing equivalent content and, in the case of ground limestone, the percentage of the material which will pass through a 20-mesh sieve.

Liming material should be applied to cropland, pasture land, or orchards according to the need as determined by a soil test. If the farmer cannot get a soil test, he must be sure to use as much liming material as he needs to get good results on his farm. If he does not use this much, payment for the practice will not be allowed.

Standard ground limestone is limestone which analyzes at least 50 percent total calcium oxide or equivalent in magnesium oxide, which is ground sufficiently fine so that in each ton at least 1,000 pounds of total calcium oxide or equivalent in magnesium oxide will pass through a 20-mesh sieve, and which contains all of the fine materials produced in grinding.

If the liming material used under this practice is furnished by the Agricultural Adjustment Administration, it shall be reported as practice No. 1A.

Applying Available Phosphoric Acid

Practice No. 2 - Rate of Payment: $0.625 per 100 Pounds of 20 Percent Superphosphate or the Equivalent

The application per acre of at least 240 pounds of 20 percent superphosphate alone, or at least 24 pounds of available phosphoric acid in combination with other fertilizing material, as a top dressing on perennial or biennial legumes or perennial grasses or in preparation for seeding these legumes or grasses.

Superphosphate may be used as a preservative on farm manures that are not to be sold or used on potatoes, tobacco, commercial vegetables, or corn for grain. Payment will not be allowed for using superphosphate in this way unless at least 1 pound of 20 percent superphosphate or the equivalent is used each day for each mature cow or other animal unit.

When superphosphate which is not used as a preservative for farm manures is applied to a nurse crop which is harvested for grain, payment will be allowed only for the amount used per acre over 160 pounds of 20 percent superphosphate or the equivalent. Superphosphate which is furnished as conservation material shall not be applied to nurse crops harvested for grain unless it has been used as a preservative for manure.

Other animal unit means 1 horse, 2 colts, 5 sheep, 2 calves, or 100 hens.

If the superphosphate used under this practice is furnished by the Agricultural Adjustment Administration, it shall be reported as practice No. 2A in the case of 20 percent superphosphate and as 2B in the case of triple superphosphate.

Applying Available Potash

Practice No. 3 - Rate of Payment: $1.00 for Each 50 Pounds

The application per acre of at least 50 pounds of available potash (100 pounds of 50 percent muriate of potash) alone, or at least 18 pounds in combination with other fertilizing material, as a top dressing on perennial or biennial legumes or perennial grasses or in preparation for seeding these legumes or grasses.

Seeding Pasture Mixtures

Practice No. 4 - Rate of Payment: $3.00 per Acre

The seeding of pasture mixtures containing at least 2 pounds per acre of ladino or white Dutch clover on land supplied with sufficient lime and fertilizer to obtain a good stand.

If the land is not naturally supplied with sufficient lime, phosphorus, and potash, the amount of liming material indicated by a soil test should be applied at least 6 months in advance of seeding and the phosphorus and potash needed should be applied at the time of seeding.

Pasture Improvement

Practice No. 5 - Rate of Payment: $3.00 per Acre

With prior approval of the county committee, improvement of noncrop open pasture land which the county committee determines will, when improved, be capable of carrying at least one animal unit for each two acres during a pasture season of at least four months. Improvement shall include uprooting and removal of shrubs, leveling hummocks, carrying out an adequate system of mowing, and removing loose stones. Payment will not be made unless sufficient liming materials, fertilizer, and seed, where needed, are applied to obtain a good stand.

Improving Woodlands

Practice No. 6 - Rate of Payment: $3.00 per Acre

The improvement of the stand of forest trees under a system of farm woodland and wildlife management which includes pruning or thinning or, if needed, both. At least 100 good timber trees or trees which can become good timber trees must be left well scattered on each acre of woodland improved. The approval of the county committee must be obtained before performing this practice.

If pruning is done, it must be confined to pine or spruce not over 6 inches in diameter and must be done with a saw or pruning shears after the area has been properly thinned.

Payment will not be made for improving white pine stands unless currant and gooseberry bushes are removed from among the trees and throughout a protective border consistent with good woodland management.

Excluding Livestock From Farm Woodland

Practice No. 7 - Rate of Payment: $0.35 per Acre

The restoration of farm woodland, or sugar maple orchard, previously used for pasture by keeping out livestock.

Payment will be allowed for each acre of woodland out of which livestock are kept, but for not more than 2 acres for each animal unit which is normally allowed to graze in the woodland.

Animal unit means 1 cow, 2 calves, 1 horse, 2 colts, 5 sheep, or 5 goats, or the equivalent thereof.

The operator must obtain approval of the county committee before performing this practice.

If under the 1936, 1937, 1938, 1939, or 1940 program a farmer has received payment for constructing fence to keep livestock out of woodland or for keeping livestock out of sugar maple orchards or other woodlands, and the county committee determines that in 1941 livestock were again allowed by that farmer to graze in a part or all of the same woodland or sugar maple orchard, an amount equal to the previous payments will be withheld from any payment which would otherwise be made to such farmer under the 1941 program.

Planting Forest Trees

Practice No. 8 - Rate of Payment: $7.50 per Acre

The planting of transplanted forest trees or root-pruned seedlings at the rate of at least 1,000 trees per acre. One thousand trees planted on two or more small tracts of less than 1 acre each shall be considered as an acre, even though the total area may be larger.

Areas planted must be given reasonable protection against fire and damage by livestock-grazing and must be cultivated in accordance with good tree culture and wildlife-management practice. When white-pine plantings are made, currant and gooseberry bushes within 1,000 feet of the planting site must be removed.

If the trees used under this practice are furnished by the Agricultural Adjustment Administration, they shall be reported as practice No. 10A.

Mulching Orchard and Vegetable Land

Practice No. 9 - Rate of Payment: $3.00 per Ton

The application of at least 1 ton per acre of air-dried straw or equivalent mulching material, excluding barnyard and stable manure, to orchard or vegetable land as a mulch. All materials produced on the land during 1941 from grasses, legumes, green manure crops, or cover crops, as well as the mulching material are to be left on the land.

Construction of Riprap to Prevent Erosion

Practice No. 10 - Rate of Payment: $0.50 per Square Yard of Exposed Surface

The construction of a riprap of rocks or other suitable material along an active stream to control the erosion of farm land.

Removal of Diseased and Uneconomical Apple Trees

Practice No. 11 - Rate of Payment: Trees 5 to 12 inches in diameter. $0.30 per Tree
Trees over 12 inches in diameter. $0.50 per Tree

The removal of diseased or uneconomic permanent live apple trees, the major portion of whose fruit is of inferior quality. Land from which the trees have been removed shall not be used for the growing of any crop other than grasses, legumes, or green-manure crops during the 1941 program year. Payment will not be made for the removal of trees less than 5 inches in diameter or for the removal of filler or semi-permanent trees.

Not more than $15 per acre may be earned under this practice.

The operator must obtain approval of the county committee before performing this practice.

AMOUNT OF PAYMENT EARNED ON FARMS WITH NO ALLOTMENTS

On a farm which has no allotment, the farmer has the right to earn for the year an amount equal to the sum of the soil-building allowance and the reforestation allowance. If he earns less, he will be paid what he earns. A farmer who wants to earn all he can under the program on a farm with no allotment should be careful not to plant more than 3 acres of potatoes.

The total payment will be computed as follows:

Find the amount of the soil-building payment by adding together the payments for all soil building practices carried out at the rates shown for the practices. However, if the total amount computed is larger than the soil-building allowance, the soil-building payment will be equal to the soil-building allowance. Any amount earned under practice No. 8 which is counted toward earning the soil-building allowance shall not be allowed toward earning the reforestation allowance.

Add to the soil-building payment the amount earned for planting forest trees under the reforestation allowance.

Then subtract 30 cents per bushel times the program yield for each acre over 3 planted to potatoes.

The remainder will be the total payment earned for the farm.

ALLOTMENTS

In 1941 allotments and program yields will be set by county committees in accordance with instructions issued by the Agricultural Adjustment Administration.

A potato allotment will be set on each farm that usually grows 3 acres or more of potatoes.

Farmers in Windham County who grow tobacco should get information about the tobacco provisions of the program from the county office.

AMOUNT OF PAYMENT EARNED ON POTATO ALLOTMENT FARMS

On a farm with a potato allotment, the farmer has the right to earn for the year an amount equal to the sum of the soil-building allowance, the reforestation allowance, and the payment computed for his potato allotment. If he does not carry out all the practices he may, or if he grows more potatoes than he should, the amount earned will be less.

The amount that is earned on any farm with a potato allotment is computed by finding the sum of the following payment items which apply to the farm and then subtracting the sum of the deductions, if any apply:

A payment at the rate shown for the practice will be computed for each soil-building practice carried out. The payment for practices cannot be larger than the soil-building allowance.

A payment of $7.50 for each acre planted to forest trees will be computed under the reforestation allowance.

A payment of 2.3 cents per bushel times the program yield will be computed for each acre in the potato allotment. However, if the acreage of potatoes planted is less than 80 percent of the farm's potato allotment, payment will be made on an acreage equal to 125 percent of the acreage of potatoes planted, unless the county committee finds that the acreage of potatoes planted is less than 80 percent of the potato allotment because of flood or drought.

A deduction of 30 cents per bushel times the program yield will be made for each acre planted to potatoes over the potato allotment.

INCREASE OF PAYMENTS

There will be added to each person's share of the farm payment, if that share is less than $200, the amount of increase indicated in the following:

Payment earned:	Amount of increase:
$20 or less	40 percent.
$21 to $40	$8, plus 20 percent of amount over $20.
$41 to $60	$12, plus 10 percent of amount over $40.
$61 to $186	$14.
$187 to $200	Enough to increase payment to $200.

ADJUSTMENT OF RATES

As an adjustment for participation, the rates of payment and deduction with respect to any commodity or item of payment may be increased or decreased from the rates set forth herein by as much as 10 percent.

COUNTY ADMINISTRATIVE EXPENSE

There will be deducted, from each person's payment, his share of the expense of administering the program in his county.

FURNISHING MATERIALS

Superphosphate and liming material will be furnished to farmers who want those materials in place of a payment. Complete instructions for handling this provision will be furnished the county committees. See your local committeeman for information.

W. F. Sinclair,
E. Frank Branon,
George D. Bailey,
Dana M. Smith,
Walter Beebe,
J. E. Carrigan,
State Committee.

H. W. Soule,
State Executive Officer,

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

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U.S. Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Division

THE 1941 AGRICULTURAL CONSERVATION PROGRAM FOR VERMONT

The 1941 Agricultural Conservation Program gives farmers all over the country an opportunity to work together in saving their soil and its fertility, bringing about fairer incomes for themselves, and assuring consumers plenty of supplies.

All farmers in Vermont who cooperate in the 1941 Agricultural Conservation Program will be offered assistance in using approved soil-building practices which will help to build up their soil. They will also have the right to earn payments by staying within allotments for potatoes.

The 1941 program year begins November 1, 1940, and ends October 31, 1941.

Applications for payment under the 1941 program must be filed in the county office not later than March 31, 1942.

REFORESTATION ALLOWANCE

Each farm will have a reforestation allowance of $15 in addition to the soil-building allowance. This reforestation allowance may be earned by planting forest trees in accordance with practice No. 8.

SOIL-BUILDING ALLOWANCE

Each Vermont farmer who takes part in this program is expected to use one or more of the soil-building practices which are good for his farm. To get the most good from the program he should use, insofar as possible, practices which are not already being used on his farm. In order that the farmer will know how many practices he may carry out for payment, a soil-building allowance will be computed for his farm. This soil-building allowance is found by first adding all of the following items which apply to the farm:

70 cents times the acreage of cropland on the farm, not counting acreage in the potato allotment. Cropland means farm land which in 1940 was tilled or was in regular rotation, not counting any land in commercial orchards.

$1.80 times the acreage of commercial orchards on the farm. Commercial orchards means the acreage in planted or cultivated fruit trees, nut trees, vineyards, hops, or bush fruits on the farm, from which the principal part of the production is normally sold. This definition does not include nonbearing orchards and nonbearing vineyards.

40 cents times the acreage of fenced, noncrop open pasture land in excess of one-half the acreage of cropland on the farm.

For any farm on which the sum of these items is $20 or more, the soil-building allowance will be equal to the total of these cropland, pasture, and orchard items.

For a nonallotment farm on which the sum of these items is less than $20, the soil-building allowance will be $20.

For an allotment farm on which the sum of these items is less than $20, the soil-building allowance will be equal to the larger of (1) the sum of these cropland, orchard, and pasture items or (2) the amount by which $20 is more than the sum of the allotment payments which could be earned on the farm.

SOIL-BUILDING PRACTICES

The following are soil-building practices which farmers in Vermont may carry out for payment under the 1941 Agricultural Conservation Program. For each practice carried out as specified and in accordance with good farming practices on the farm, payment at the rate shown for the practice will be allowed toward earning the soil-building allowance for the farm. However, the total payment for carrying out practices cannot be larger than the soil-building allowance plus the additional $15 for planting forest trees under the reforestation allowance.

No credit for a seeding practice will be given if it is determined by the county committee that the seed used was not adapted seed of such quality as to meet the requirements of good farming practice.

If one-half or more of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, the practice shall not be counted toward earning the soil-building allowance.

If less than one-half of the total cost of carrying out any practice is represented by labor, seed, trees, or materials furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the practice shall be counted toward earning the soil-building allowance.

Trees purchased from a Clark-McNary Cooperative State Nursery shall not be deemed to be paid for in whole or in part by a State or Federal agency.

Liming Cropland, Pasture Land, or Orchards

Practice No. 1 - Rate of Payment: For--

(1) Each ton of standard ground limestone,
(2) Each 1,000 pounds of total calcium oxide or equivalent in magnesium oxide in other liming materials (except marl and wet waste lime) which will pass through a 20-mesh sieve, or
(3) Each 1,000 pounds of total calcium oxide or equivalent in magnesium oxide in marl or wet waste lime.

Addison, Chittenden, and Rutland Counties - - - - - - - - - - - $3.50

Bennington, Franklin, and Windsor Counties - - - - - - - - - - $3.75

Grand Isle, Lamoille, and Windham Counties - - - - - - - - - - - $4.25

Caledonia, Orange, Orleans, and Washington Counties: - - - - - $4.75

Essex County - $5.50

The application to cropland, pasture land, or orchards of at least 1,000 pounds per acre of standard ground limestone or its equivalent.

If a farmer uses any material which is not registered with the State regulatory service, he must submit evidence satisfactory to the county committee as to the calcium oxide neutralizing equivalent content and, in the case of ground limestone, the percentage of the material which will pass through a 20-mesh sieve.

Liming material should be applied to cropland, pasture land, or orchards according to the need as determined by a soil test. If the farmer cannot get a soil test, he must be sure to use as much liming material as he needs to get good results on his farm. If he does not use this much, payment for the practice will not be allowed.

Standard ground limestone is limestone which analyzes at least 50 percent total calcium oxide or equivalent in magnesium oxide, which is ground sufficiently fine so that in each ton at least 1,000 pounds of total calcium oxide or equivalent in magnesium oxide will pass through a 20-mesh sieve, and which contains all of the fine materials produced in grinding.

If the liming material used under this practice is furnished by the Agricultural Adjustment Administration, it shall be reported as practice No. 1A.

Applying Available Phosphoric Acid

Practice No. 2.- Rate of Payment: $0.625 per 100 Pounds of 20 Percent Superphosphate or the Equivalent

The application per acre of at least 240 pounds of 20 percent superphosphate alone, or at least 24 pounds of available phosphoric acid in combination with other fertilizing material, as a top dressing on perennial or biennial legumes or perennial grasses or in preparation for seeding these legumes or grasses.

Superphosphate may be used as a preservative on farm manures that are not to be sold or used on potatoes, tobacco, commercial vegetables, or corn for grain. Payment will not be allowed for using superphosphate in this way unless at least 1 pound of 20 percent superphosphate or the equivalent is used each day for each mature cow or other animal unit.

When superphosphate which is not used as a preservative for farm manures is applied to a nurse crop which is harvested for grain, payment will be allowed only for the amount used per acre over 160 pounds of 20 percent superphosphate or the equivalent. Superphosphate which is furnished as conservation material shall not be applied to nurse crops harvested for grain unless it has been used as a preservative for manure.

Other animal unit means 1 horse, 2 colts, 5 sheep, 2 calves, or 100 hens.

If the superphosphate used under this practice is furnished by the Agricultural Adjustment Administration, it shall be reported as practice No. 2A in the case of 20 percent superphosphate and as 2B in the case of triple superphosphate.

Applying Available Potash

Practice No. 3 - Rate of Payment: $1.00 for Each 50 Pounds

The application per acre of at least 50 pounds of available potash (100 pounds of 50 percent muriate of potash) alone, or at least 18 pounds in combination with other fertilizing material, as a top dressing on perennial or biennial legumes or perennial grasses or in preparation for seeding these legumes or grasses.

Seeding Pasture Mixtures

Practice No. 4 - Rate of Payment: $3.00 per Acre

The seeding of pasture mixtures containing at least 2 pounds per acre of ladino or white Dutch clover on land supplied with sufficient lime and fertilizer to obtain a good stand.

If the land is not naturally supplied with sufficient lime, phosphorus, and potash, the amount of liming material indicated by a soil test should be applied at least 6 months in advance of seeding and the phosphorus and potash needed should be applied at the time of seeding.

Pasture Improvement

Practice No. 5 - Rate of Payment: $3.00 per Acre

With prior approval of the county committee, improvement of noncrop open pasture land which the county committee determines will, when improved, be capable of carrying at least one animal unit for each two acres during a pasture season of at least four months. Improvement shall include uprooting and removal of shrubs, leveling hummocks, carrying out an adequate system of mowing, and removing loose stones. Payment will not be made unless sufficient liming materials, fertilizer, and seed, where needed, are applied to obtain a good stand.

Improving Woodlands

Practice No. 6 - Rate of Payment: $3.00 per Acre

The improvement of the stand of forest trees under a system of farm woodland and wildlife management which includes pruning or thinning or, if needed, both. At least 100 good timber trees or trees which can become good timber trees must be left well scattered on each acre of woodland improved. The approval of the county committee must be obtained before performing this practice.

If pruning is done, it must be confined to pine or spruce not over 6 inches in diameter and must be done with a saw or pruning shears after the area has been properly thinned.

Payment will not be made for improving white pine stands unless currant and gooseberry bushes are removed from among the trees and throughout a protective border consistent with good woodland management.

Excluding Livestock From Farm Woodland

Practice No. 7 - Rate of Payment: $0.35 per Acre

The restoration of farm woodland, or sugar maple orchard, previously used for pasture by keeping out livestock.

Payment will be allowed for each acre of woodland out of which livestock are kept, but for not more than 2 acres for each animal unit which is normally allowed to graze in the woodland.

Animal unit means 1 cow, 2 calves, 1 horse, 2 colts, 5 sheep, or 5 goats, or the equivalent thereof.

The operator must obtain approval of the county committee before performing this practice.

If under the 1936, 1937, 1938, 1939, or 1940 program a farmer has received payment for constructing fence to keep livestock out of woodland or for keeping livestock out of sugar maple orchards or other woodlands, and the county committee determines that in 1941 livestock were again allowed by that farmer to graze in a part or all of the same woodland or sugar maple orchard, an amount equal to the previous payments will be withheld from any payment which would otherwise be made to such farmer under the 1941 program.

Planting Forest Trees

Practice No. 8 - Rate of Payment: $7.50 per Acre

The planting of transplanted forest trees or root-pruned seedlings at the rate of at least 1,000 trees per acre. One thousand trees planted on two or more small tracts of less than 1 acre each shall be considered as an acre, even though the total area may be larger.

Areas planted must be given reasonable protection against fire and damage by livestock-grazing and must be cultivated in accordance with good tree culture and wildlife-management practice. When white-pine plantings are made, currant and gooseberry bushes within 1,000 feet of the planting site must be removed.

If the trees used under this practice are furnished by the Agricultural Adjustment Administration, they shall be reported as practice No. 10A.

Mulching Orchard and Vegetable Land

Practice No. 9 - Rate of Payment: $3.00 per Ton

The application of at least 1 ton per acre of air-dried straw or equivalent mulching material, excluding barnyard and stable manure, to orchard or vegetable land as a mulch. All materials produced on the land during 1941 from grasses, legumes, green manure crops, or cover crops, as well as the mulching material are to be left on the land.

Construction of Riprap to Prevent Erosion

Practice No. 10 - Rate of Payment: $0.50 per Square Yard of Exposed Surface

The construction of a riprap of rocks or other suitable material along an active stream to control the erosion of farm land.

Removal of Diseased and Uneconomical Apple Trees

Practice No. 11 - Rate of Payment: Trees 5 to 12 inches in diameter. $0.30 per Tree
Trees over 12 inches in diameter. $0.50 per Tree

The removal of diseased or uneconomic permanent live apple trees, the major portion of whose fruit is of inferior quality. Land from which the trees have been removed shall not be used for the growing of any crop other than grasses, legumes, or green-manure crops during the 1941 program year. Payment will not be made for the removal of trees less than 5 inches in diameter or for the removal of filler or semi-permanent trees.

Not more than $15 per acre may be earned under this practice.

The operator must obtain approval of the county committee before performing this practice.

AMOUNT OF PAYMENT EARNED ON FARMS WITH NO ALLOTMENTS

On a farm which has no allotment, the farmer has the right to earn for the year an amount equal to the sum of the soil-building allowance and the reforestation allowance. If he earns less, he will be paid what he earns. A farmer who wants to earn all he can under the program on a farm with no allotment should be careful not to plant more than 3 acres of potatoes.

The total payment will be computed as follows:

Find the amount of the soil-building payment by adding together the payments for all soil-building practices carried out at the rates shown for the practices. However, if the total amount computed is larger than the soil-building allowance, the soil-building payment will be equal to the soil-building allowance. Any amount earned under practice No. 8 which is counted toward earning the soil-building allowance shall not be allowed toward earning the reforestation allowance.

Add to the soil-building payment the amount earned for planting forest trees under the reforestation allowance.

Then subtract 30 cents per bushel times the program yield for each acre over 3 planted to potatoes.

The remainder will be the total payment earned for the farm.

ALLOTMENTS

In 1941 allotments and program yields will be set by county committees in accordance with instructions issued by the Agricultural Adjustment Administration.

A potato allotment will be set on each farm that usually grows 3 acres or more of potatoes.

Farmers in Windham County who grow tobacco should get information about the tobacco provisions of the program from the county office.

AMOUNT OF PAYMENT EARNED ON POTATO ALLOTMENT FARMS

On a farm with a potato allotment, the farmer has the right to earn for the year an amount equal to the sum of the soil-building allowance, the reforestation allowance, and the payment computed for his potato allotment. If he does not carry out all the practices he may, or if he grows more potatoes than he should, the amount earned will be less.

The amount that is earned on any farm with a potato allotment is computed by finding the sum of the following payment items which apply to the farm and then subtracting the sum of the deductions, if any apply:

A payment at the rate shown for the practice will be computed for each soil-building practice carried out. The payment for practices cannot be larger than the soil-building allowance.

A payment of $7.50 for each acre planted to forest trees will be computed under the reforestation allowance.

A payment of 2.3 cents per bushel times the program yield will be computed for each acre in the potato allotment. However, if the acreage of potatoes planted is less than 80 percent of the farm's potato allotment, payment will be made on an acreage equal to 125 percent of the acreage of potatoes planted, unless the county committee finds that the acreage of potatoes planted is less than 80 percent of the potato allotment because of flood or drought.

A deduction of 30 cents per bushel times the program yield will be made for each acre planted to potatoes over the potato allotment.

INCREASE OF PAYMENTS

There will be added to each person's share of the farm payment, if that share is less than $200, the amount of increase indicated in the following:

Payment earned:	Amount of increase:
$20 or less	40 percent.
$21 to $40	$8, plus 20 percent of amount over $20.
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$61 to $186	$14.
$187 to $200	Enough to increase payment to $200.

ADJUSTMENT OF RATES

As an adjustment for participation, the rates of payment and deduction with respect to any commodity or item of payment may be increased or decreased from the rates set forth herein by as much as 10 percent.

COUNTY ADMINISTRATIVE EXPENSE

There will be deducted, from each person's payment, his share of the expense of administering the program in his county.

FURNISHING MATERIALS

Superphosphate and liming material will be furnished to farmers who want those materials in place of a payment. Complete instructions for handling this provision will be furnished the county committees. See your local committeeman for information.

W. F. Sinclair,
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Walter Beebe,
J. E. Carrigan,
State Committee.

H. W. Soule,
State Executive Officer,

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

NER-511 Issued September 12, 1940.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.

Northeast Division

1941 CONSERVATION MATERIALS

OCT 4 1940
U.S. Department of Agriculture

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This bulletin contains general instructions for county and community committeemen and for county and State offices relative to conservation materials to be furnished under the 1941 Agricultural Conservation Program. It contains the general regional policies and limitations governing the issuance of these materials in all States. Any State or county committee may establish more restrictive limits, and the several State offices in States furnishing conservation materials should, if they feel it is necessary or desirable, supplement the operating instructions contained herein so as to provide detailed instructions to their field workers which will be best adapted to the local conditions prevailing in their States. Five copies of all such determinations and instructions should be forwarded promptly to the Regional Office for review and approval.

PART I. General

Section A. CONSERVATION MATERIALS TO BE FURNISHED.

1. Period. Orders for conservation materials may be accepted from farmers between September 15, 1940, and July 31, 1941. However, no order may be forwarded to a State office until the farmer has paid the proper cash advance for association expense, and in no event will any orders be accepted by a State office for placing with suppliers after August 9, 1941.

2. Kind. Liming materials, triple superphosphate, 20% superphosphate, forest trees, and any other material or service which may hereafter be requested by a State committee and approved by the Agricultural Adjustment Administration, may be furnished to farmers in the Northeast Region for use under the 1941 Agricultural Conservation Program.

3. Eligibility for conservation materials. Materials may be furnished to any person who is eligible to earn a payment for carrying out approved soil-building practices under the 1941 Agricultural Conservation Program, except a person:

a. Whose name appears on the Register of Indebtedness for any debt other than a premium advance on 1941 Wheat Crop Insurance. (He will become eligible, however, upon discharge of the debt.)

b. Who has executed an assignment on form ACP-69 of his entire 1941 payment which has not been discharged by the execution of part III thereof.

c. Whose request for such materials is not approved by the county committee.

4. Amount. The maximum amount of liming material and superphosphate which may be furnished as conservation materials for use on any farm will be a quantity the established cost of which is not in excess of the 1941 soil-building allowance for the farm plus the small payment increase on the allowance, except that county committees will not grant requests for more materials than can be used in a manner consistent with good farming practice on the farm. The maximum quantity of forest trees which

may be furnished will be a quantity the established cost of which is not in excess of the soil-building allowance plus $15.00, plus the small payment increase on this sum, except as provided below:

a. For those farms which have received an advance from the Secretary in payment of 1941 crop insurance premiums, the maximum amount of materials for which the farm is eligible will be the amount indicated above less the amount of the advance for crop insurance premiums. The amount of the advance for crop insurance premiums will be the amounts stated on form FCI-122-W for the farm or, if the final premiums have not been computed, it will be the amounts computed on the maximum insurable acreage for the farm as stated on FCI-115-W.

b. Farmers who have executed assignments on form ACP-69 for part of their 1941 payments are eligible to take the quantity of material indicated above or a quantity the established cost of which is not in excess of the unassigned portion of their probable farm payment, whichever is smaller.

c. For farms which will have acreage allotments under the 1941 Program and for non-allotment farms prior to the time that 1941 soil-building allowances are established, the maximum quantity of conservation materials shall be 80% of the soil-building allowance which would be computed using the 1940 soil-building allowance rates, plus the small payment increase computed on such 80%, until such time as the 1941 allotments and soil-building allowances have been established.

Section B. USE OF CONSERVATION MATERIALS.

1. Purposes for which materials may be used. Conservation materials may be used in carrying out approved soil-building practices as listed in NER-510 for the State, except that in New York, New Jersey, and Pennsylvania superphosphate will not be furnished for use on nurse crops to be harvested for grain; and in New England superphosphate will not be furnished for direct application to nurse crops to be harvested for grain.

2. Conditions under which materials are furnished. It is the responsibility of the county committee to make sure that any person applying for conservation materials understands that such materials are furnished for use under the following conditions, as well as the conditions contained in ACP-64, Revised:

a. That a deduction will be made for the material furnished from any payment due him on any farm in the county in an amount determined by the Agricultural Adjustment Administration and indicated on ACP-64, Revised.

b. That an additional deduction equal to the original deduction will be made on any quantity of material which is not used in a manner which is in substantial accord with the purposes for which such material was furnished.

c. That, in the event the deductions indicated in a and b above exceed the payment due him on farms in the county, such excess deduction will be deducted insofar as possible from payments computed for other persons on the farm with respect to which such materials or services were furnished.

d. That, in the event the amount of deduction for materials or services exceeds the amount of payment subject to deduction as provided above, he will pay the amount of such deficit to the Secretary of Agriculture of the United States.

e. That he pay any additional handling costs or demurrage accruing to the Agricultural Adjustment Administration because of his delay in accepting or calling for materials.

f. That no application for payment will be filed:

(1) On farms which render no compliance except with conservation materials and on which no deductions are incurred and the conservation materials furnished have been used for carrying out approved soil-building practices, and

(2) On farms for which no net payment could be computed if an application were filed and on which no deductions are incurred and the conservation materials have been used for carrying out approved soil-building practices.

This exemption from filing an application does not apply to applicants who are eligible to share in the payments or deductions on other farms for which an application is required.

g. On those farms for which an application for payment is properly filed, the payment for properly applying the conservation materials furnished will be computed at the rates established in NER-510 for the State.

PART II. Preparation and Handling of Forms

Section A. ACP-64 (REQUEST FOR MATERIALS). All requests for conservation materials or services must be made on form ACP-64, Revised. When the present supply of ACP-64's now on hand in State and county offices is exhausted, a reprint of the form revised as of September 1940 will be used. A separate set of ACP-64's will be executed for each kind of materials which the farmer requests and for each material or service requested under allowances of special county programs, if any.

1. Units to be used. Units of liming materials will always be expressed in tons or yards, forest trees in number of trees, and other materials in cwts.

2. Preparation of ACP-64, Revised September 1940. ACP-64's, Revised September 1940, will be prepared as the form indicates.

3. Preparation of ACP-64, Revised prior to September 1940. ACP-64's printed prior to September 1940 will be prepared as the form indicates and as directed under the 1940 Program except that part III need not be used and, if the county committee so authorized, the person in the county office who makes the detailed check of the request may sign in the space provided for the secretary's approval in part II, in which case the words "instead of" should be inserted before the words "Secretary, County Agricultural Association." To each of these original ACP-64's requesting farmyard delivery there should be attached a brief description of the location of the farm to which delivery is desired.

4. County office check of ACP-64. County offices will check all entries on ACP-64's before they are forwarded to the State office, making such changes and corrections as the county committee believes are necessary and proper. All such changes must be initialed by the person making them.

Section B. CASH COLLECTION FOR ASSOCIATION EXPENSES.

1. ACP-93. A cash collection for association expenses will be required from each applicant before his request is forwarded to the State office. The individual collecting this cash on behalf of the association will give the applicant a properly executed ACP-93 (Receipt Form) as a receipt for the cash collected. All cash collected must be turned into the county office at least once each week.

2. Amount. The amount to be collected for association expenses will be determined by the State committee with the approval of the Regional Director.

3. Receipt by treasurer. Upon receipt of the proper amount of money, the treasurer of the association will receipt the ACP-93a's and b's and return the ACP-93a's to the person who collected the cash from the applicant and file the ACP-93b's in numerical order in a separate file until after an audit of association records has been made, after which forms ACP-93b should be filed in the proper individual farm folder.

4. Reporting collections. Association treasurers will prepare duplicate deposit slips and deposit the moneys which he has received in connection with conservation materials in the bank to the credit of the association within twenty-four hours or as soon thereafter as is possible.

5. Incorrect cash collection. If the cash in connection with materials is too small to cover the amount of material requested, arrange with the farmer either to advance an additional amount of money or accept a reduced amount of material. If the cash in connection with material is too large and the farmer is not eligible to receive more material or does not want more, type above the signature of the treasurer on ACP-64 the notation "$_____ to be refunded."

Section C. WER-OFFICE FORM 65.

1. Copies to be prepared. WER-Office Form 65 will be prepared with an original and four copies. These will be referred to hereinafter as "original," "first copy," "second copy," "third copy," and "fourth copy."

2. Preparation of NER-Office Form 65 by county office. When ACP-64's have been received for materials or services to be supplied by any one contractor (1) in a reasonable amount for delivery to farmyards within any area, or (2) for at least 500 of any one kind of forest trees, at least 20 tons of fertilizing material, or at least 30 tons of liming material for carload shipment to any one siding on the same or substantially the same date, prepare NER-Office Form 65 for each such kind of material or delivery in the following manner:

a. If desired, adjust the carbon paper so that only the material to be typed in the left-hand margin and columns 1 and 2 will show on the fourth copy of NER-Office Form 65.

b. Enter the names and code numbers of the State and county in the spaces provided.

c. Kind of material. Enter beneath the words "Number Aaa-" the words "Red Pine," "Triple Superphosphate," "Ground Limestone," "20% Superphosphate," etc., whichever material is being ordered; also the word "bag" or "bulk."

d. Method and date of delivery. Enter above the words "Freight Charges" the words "Delivery desired _____" and the date of delivery desired. Also indicate whether delivery shall be at siding, on farms, or at the plant.

Enter in the blank space directly above the title of the form:

(1) In the case of material for carlot shipment, the name and mail address of the consignee; and

(2) In the case of material for delivery f.o.b. a plant, the name of such plant; and

(3) In the case of forest trees, the name and mail address of the consignee.

e. Farm serial number. Enter in the left-hand margin the serial number of the farm for which the applicant is requesting the material.

f. Column (1). Name of producer. Enter in column (1) opposite his serial number the name and address of each applicant.

When a farmer has submitted a request and his name has been entered on the NER-Office Form 65, and the completing of the request is deferred to a later date in accordance with part II, section G, 1-c, of these instructions, the farmer's name and related entries on the original, second, third, and fourth copies of NER-Office Form 65 will be lined through and a notation made opposite his name on the original and second copies at a later date to "See Aaa-____," the NER-Office Form 65, if any, which covers the order in which the farmer's request is finally included.

In any event, if a farmer has submitted a request on ACP-64 and has paid the association the cash amount required, the name of the farmer should be entered on NER-Office Form 65, regardless of whether or not he later cancels a part or all of his request.

g. Column (2). Pounds to be delivered to producer. Enter in column (2) the quantity of material as entered in the column headed "Quantity" on ACP-64 for each participant.

h. Columns (4) and (5). Amount paid by producer and date. Enter in column (5) the amount of money shown on ACP-93b and in column (4) the date paid. Make no entry in column (7).

i. Columns (3), (6), (7), (8), and (9). Leave blank at this time.

j. Signature of secretary and treasurer. The secretary will sign in the space provided. The space for the signature of the treasurer will be left blank.

k. NER-Office Form 65 shall be completed at a later date in accordance with part II, section I, of this bulletin.

3. Disposition of NER-Office Form 65 and ACP-64.

a. Transmit the original, second, and fourth copies of NER-Office Form 65, together with the white and yellow copies of each related ACP-64, to the State Office.

b. Place the blue copies of ACP-64, together with the third copy of NER-Office Form 65, in special file pending State office approval.

c. Disposition of the first copy of NER-Office Form 65 is to be made in accordance with part II, section I-4, of this bulletin.

Section D. STATE OFFICE HANDLING OF REQUESTS FOR MATERIAL.

1. Verification and approval.

a. Check entries on ACP-64 and NER-Office Form 65 and determine whether applicants are eligible to receive 1941 conservation materials in the amount requested. Correct any incorrect ACP-64, correct the corresponding entry on the Form 65, and adjust the totals on Form 65. No correction may be made of the entry in column (5) of Form 65. All corrections and changes shall be initialed by the person who makes them in the State office.

b. Approve by signature in the space provided all three copies of Form 65.

2. Preparation of form ACP-66 (Request for shipment). One form ACP-66 shall be prepared for each FSA-Office Form 65 received from a county office.

a. Contract number and contractor. Enter in the space on the right-hand side of the form directly below the first double line the number of the contract and the name and address of the contractor, if known

b. "Consign to." Enter in this block:

(1) In the case of farmyard delivery, the words "Deliver to individual farmers as called for on accompanying forms ACP-64."

(2) In the case of delivery at plant, the words "Surrender to individual farmers as called for and as designated on accompanying forms ACP-64."

(3) In the case of delivery at sidings, the name of the person designated as consignee of the shipment and his post office address, which should agree with the designated consignee on the bill of lading.

c. Enter the proper "Request for Shipment" (Aaa) number on the original and both copies of Form 65 and white and yellow copies of the related ACP-64.

3. Disposition of forms (ACP-64, Form 65, and ACP-66).

a. For farmyard or f.o.b. plant delivery:

(1) Transmit the white ACP-66, the white ACP-64's, and the fourth copy of Form 65 to the supplier.

(2) Transmit the yellow ACP-66, the yellow ACP-64's, and the original Form 65 to the county office.

(3) Forward the orange copy of ACP-66 to the Regional Office.

(4) Retain the pink copy of ACP-66 and the remaining copy of Form 65 in the State office.

b. Delivery at sidings (consignee):

(1) For superphosphate, forward the white and orange copies of ACP-66 to the Regional Office.

(2) For liming materials or forest trees, forward the white copy of ACP-66 to the supplier and the orange copy to the Regional Office.

(3) Forward the yellow ACP-66, the white and yellow ACP-64's, and the original and second copy of Form 65 to the county office.

(4) Retain the pink copy of ACP-66 and the remaining copy of Form 65 in the State office.

Section E. WASHINGTON HANDLING OF REQUESTS FOR MATERIAL. Place requests for delivery to sidings with the proper supplier and arrange to have copies of each Government bill of lading forwarded to consignee and the State office when a car is placed in shipment.

Section F. COUNTY OFFICE CORRECTION AND COMPLETION OF FORMS. County offices will proceed as follows in handling forms returned from the State office:

1. Correction of copies of ACP-64. Correct the blue copy of ACP-64 to agree with any changes made in the State office on the white or yellow copy and insert the Aaa number.

2. Refunds. If any of the ACP-64's as approved by the State office show that a refund is due, transmit a letter to the applicant involved, explaining the refund. Enclose a statement to be signed by the applicant and returned to the county office, showing the Aaa number and stating that the refund is due. When such signed statement has been received by the county office, mail a check in the amount of the refund to the applicant and type on form ACP-93b, "Check No._____ for $_____refund mailed_____, 19__.", filling in the blanks to reflect the facts. Have the applicant to whom such a refund is made sign ACP-11 or ACP-12 for the check. Such refunds will be entered as a miscellaneous claim in the name of the individual to whom the refund was made on the next association account submitted and will be identified with the correct Aaa number on ACP-9. Amounts so refunded will be charged against "Materials" on NER-Office Form 67.

3. Filing of forms. File all copies of ACP-64, Form 65, and ACP-66 for the same request for shipment in one folder pending further use.

Section G. MATERIAL TO BE DELIVERED TO FARMS OR AT PLANT.

1. The contractor will:

a. Arrange to have the material delivered to the applicant in the manner specified upon presentation (but not surrender) by the applicant of his ACP-93.

b. Upon delivery of the material to the applicant, secure the signature of the applicant or his authorized agent in the receipt section of the white ACP-64.

c. When all material listed on a Form 65 has been delivered to the farmers and all ACP-64's receipted, forward Form 65 and receipted ACP-64's, together with Standard Forms 1034, to the State office.

In the event any farmer who requested material at a plant has not picked up his material as called for on an individual form ACP-64 within 30 days after receipt of the form ACP-66 by the supplier, the supplier shall notify the State office of the names of producers who have not yet called for their material. The State office shall then investigate these cases, taking what action it deems necessary, but in any event shall, within 15 days from date of notice by the supplier, give the supplier disposition of the case. It is felt that should the State office be unable to dispose of a given case within 15 days after notice by the supplier, the supplier should be allowed to bill for all material delivered against a form ACP-66 at that time and the undelivered portion of the form ACP-66 be cancelled. If, prior to completing the order, it is finally determined that the farmer will accept none or only part of his request, the contractor who has NER&Office Form 65 at that time shall be instructed by the State office to draw a red line through the entry in column (2) opposite the farmer's name and enter the correct amount, if any. If the farmers not yet having taken delivery should later desire their material, it should be included on a new ACP-66.

2. The State office will:

a. Check the receipted white copies of ACP-64 and the Form 65 against the covering ACP-66, the supplier's invoice, and Standard Form 1034, and if found to be in agreement, shall execute ACP-67 after precautionary measures have been taken to prevent improper delivery of material or improper execution of the receipt section of ACP-64. If a producer received more or less material than originally requested, column (2) of Form 65 should be corrected to show the amount actually received. This will be done by drawing a single line through the original entry and entering the amount actually received immediately above and similarly correcting the total of column (2). No changes may be made in column (5).

b. Forward immediately the white ACP-67 and Standard Form 1034 to the Regional Office. If a discount is offered, attach a "DISCOUNT" slip to Standard Form 1034.

c. Retain the pink ACP-67 and fourth copy of Form 65.

d. Forward the receipted white copies of ACP-64, together with the second copy of Form 65 previously retained by the State office, the yellow ACP-66, and the yellow ACP-67 to the county office.

3. The county office will:

a. Copy all new entries from the white copy of ACP-64 onto the yellow and blue copies.

b. Forward the completed blue copy of ACP-64 to the applicant.

c. File in the farm folder the receipted white ACP-64.

d. Forward all completed yellow copies of ACP-64, together with the original and the third copy of Form 65 previously returned by the State office, completed in accordance with part II, section I, of this bulletin, to the State office.

e. File the second copy of Form 65, the yellow ACP-66, and the yellow ACP-67 together in a permanent file numerically by Aaa numbers.

4. The State office will:

Transmit the original Form 65 immediately to the Regional Office.

Section H. MATERIAL TO BE SHIPPED TO SIDINGS.

(See NER-512 for detailed instructions.)

1. The consignee will:

a. Take the third copy of Form 65 and the related white copies of ACP-64 and a blank copy of ACP-67 to the car; deliver to each applicant the quantity of material shown opposite his name on Form 65 upon presentation (but not surrender) of the applicant's ACP-93 and have the applicant sign the receipt section of the white ACP-64.

b. Prepare and sign an ACP-67.

c. Return the receipted forms ACP-64, Form 65, and ACP-67 to the county office immediately after completing delivery of the materials.

2. The county office will:

a. In case of overage, shortage, damage, etc., proceed as outlined in NER-512 (Instructions for Consignee).

b. Copy all new entries from the white copy of ACP-64 onto the yellow and blue copies.

c. Forward the completed blue copy of ACP-64 to the applicant.

d. File in the farm folder the receipted white ACP-64.

e. Forward all completed yellow copies of ACP-64, together with the original, previously returned by the State office, and the third copy of Form 65 previously returned by the consignee, completed in accordance with part II, section I, of this bulletin, to the State office. If a producer received more or less material than originally re-

quested, column (2) of Form 65 should be corrected to show the amount actually received. This will be done by drawing a single line through the original entry and entering the amount actually received immediately above and similarly correcting the total of column (2). No changes may be made in column (5).

f. File the second copy of Form 65, the yellow form ACP-66, and the yellow ACP-67 together in a permanent file numerically by Aaa numbers.

3. The State office will:

a. Forward immediately the white copy of ACP-67, the Standard Form 1034, if any, together with any related statements, to the Regional Office. If Standard Form 1034 is submitted, a "DISCOUNT" slip should be attached if a discount is offered.

b. Transmit the original Form 65 immediately to the Regional Office.

Section I. COMPLETION OF RECORDS IN CONNECTION WITH SHIPMENTS. After form ACP-67 has been executed, the county offices will complete their record of transactions as follows:

1. Entries on Form 65 (Original, second, and third copies):

"Tons in Shipment." Enter in this space the number of tons of material delivered to farmers under this order.

"Date Received." Make no entry for this item.

"Freight Charges." Make no entry for this item.

"Handling Charges." Enter in this space the total of handling charges in connection with the shipment. Such figure should agree with the handling charges identified with such Aaa number as reported on ACP-9 or -10 for the shipment, and be the total of entries made in accordance with part II, section I, item 2b (paragraphs 2 and 3) and item 2c of this bulletin.

"Extra Charges." Enter in this space as a total for the shipment any extra charges resulting from demurrage or extra handling incident to demurrage. Such figure shall agree with the total amount of extra charges collected from farmers due to additional handling costs accruing because of their delay in accepting or calling for materials, and should also agree with the total of column (8) of Form 65.

Column (3). Enter the date shown in the receipt section on the white copy of ACP-64 for each farmer.

Column (6). If a farmer accepts none or only a part of his order and no refund is to be made, the word "Default" will be entered in column (6) of the original and association copy opposite the entry for the amount of payment made by the farmer. No entry except as noted in this paragraph will be made in column (6).

Column (7). In the event a farmer will accept none or only part of his order and it is necessary to make a refund, the correct amount of money shall be refunded to him by the treasurer of the association. However, the full amount originally collected from the farmer shall not be changed on NER-Office Form 65, but shall be followed by the notation in column (7), "$_____ Refunded."

Column (8). Enter in this column opposite the name of the producer extra charges collected from him and reported as such on ACP-9.

Column (9). Enter the month covered by the form ACP-8 on which the funds collected from the farmer are reported.

2. Entries on forms ACP-9 and ACP-10

a. Refunds. Any claim for a refund in connection with materials will be shown as a miscellaneous claim on ACP-9 in the name of the producer supported by a signed statement and identified as "Refund on Aaa_____," showing the Aaa shipment number covering the Form 65 on which the name of the claimant is entered. If at the time the association prepares a monthly expense account a miscellaneous claim is to be made covering a refund to a farmer and such refund cannot be identified by Aaa shipment number due to the fact that an Aaa number has not as yet been assigned the Form 65, a statement should be submitted in support of the miscellaneous claim showing the form ACP-8 on which the collection from the farmer in question was reported.

b. Consignee. If a consignee is otherwise employed by the association under some other title, such other title should be shown on forms ACP-9 and -10 and such claim does not have to be identified with a request for shipment number. The rate of pay for such a person while serving as a consignee may not exceed the maximum approved rate for the title under which he is submitting his claim.

If a consignee is not otherwise employed by the association, but is employed only for the purpose of acting as consignee, his claim should be submitted as a "Personal Service" claim on forms ACP-9 and -10 under the title of "Consignee," The rate of pay for such consignees may not exceed $5.50 per day. Such claims must show on such forms ACP-9 and -10 the amount of the claim which is chargeable to each Request for Shipment number.

Notwithstanding any of the foregoing provisions, in areas approved in advance by the Regional Director, arrangements may be made whereby the duties of consignee may be performed on a per-ton basis. Such claims should be submitted under "Miscellaneous" on forms ACP-9 and - 10 and must show on such forms the amount of the claim which is chargeable to each Request for Shipment number.

c. Laborers. If it becomes necessary for the association to engage laborers to assist consignees, then claims by such laborers should be submitted as "Miscellaneous" on forms ACP-9 and -10 at a rate not to exceed $4.00 per day and be identified with the proper Aaa number. The claim must be supported by an invoice made out to the association and signed by the claimant showing the amount due, how the expense was incurred, and the amount chargeable to each Request for Shipment number.

d. Extra charges. In case there is a demurrage charge, it should be shown as a miscellaneous claim on ACP-9 in the name of the claimant, supported by an invoice and identified with the proper Aaa number.

If there is an extra labor charge incident to the demurrage, such extra labor charge should be shown as a miscellaneous claim on ACP-9 in the name of the claimant, supported by an invoice and identified with the Request for Shipment (Aaa) number in connection with which the claim is made.

3. Entries on NER-Office Form 67. All claims which are identified by Request for Shipment numbers on ACP-9 or - 10 (and only those claims) should be charged against "Materials" on NER-Office Form 67 and should be listed on the form as personal service or miscellaneous claims as on ACP-9 or -10. Amounts refunded will be reported in the column "Miscellaneous Claims" and will be identified by a capital "R." Other miscellaneous claims will be identified with a capital "E."

4. Entries on ACP-8.

Reporting collection of charges paid by farmer: All funds collected as charges from farmers will be recorded on NER-Office Form 65 and must be deposited in the bank by the treasurer of the association to the credit of the association's account. All funds so collected will be reported as a collection on line 1(c) of the first voucher form ACP-8 submitted by the association after any such collection has been made. Particular care should be taken to see that a collection is reported only once.

All collections reported on line 1(c), form ACP-8, must be supported by the first carbon of each NEP-Office Form 65 which covers the collections being reported.

In the event an order has not been completed at the time form ACP-8 is prepared and consequently an NER-Office Form 65 does not list all of the names which will be entered on the form when the order has

been completed, the first carbon of NER-Office Form 65 will be forwarded anyway in support of the collections reported on form ACP-8. When additional requests are approved and the names of those farmers covered by the additional requests are entered on this incomplete NER-Office Form 65 to make up the complete order, the typist, before entering the additional names, will insert a new NER-Office Form 65 as the first carbon copy. This first copy will again be submitted in support of the collections reported on the next voucher form ACP-8 submitted. If the order is not as yet completed at that time, the same steps will be followed again and continued each month until the order is completed. Example:

NER-Office Form 65, which will be covered by Request for Shipment (ACP-66), lists only six names when form ACP-8 is prepared for August. The first carbon of NER-Office Form 65 will be forwarded with the August account in support of the collection reported on line 1(c), form ACP-8. During the month of August there are 20 additional requests approved which are to be entered on the incomplete NER-Office Form 65 to make up an order. Before the typist enters any of the additional 20 names on NER-Office Form 65, a new NER-Office Form 65 will be inserted between the original copy and the second carbon. This first carbon will show only the 20 names being added to the previous six. This first carbon will now be submitted in support of the entry for collections on the September form ACP-8. If the order is still incomplete, the same steps will be followed and continued each month until the order is completed.

NER-512 contains material which may be used both for training consignees and for handling shipments made on bills of lading.

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quested, column (2) on Form 65 should be corrected to show the amount actually received. This will be done by drawing a single line through the original entry and entering the amount actually received immediately above and similarly correcting the total of column (2). No changes may be made in column (5).

f. File the second copy of Form 65, the yellow form ACP-66, and the yellow ACP-67 together in a permanent file numerically by Aaa numbers.

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3. The State office will:

a. Forward immediately the white copy of ACP-67, the Standard Form 1034, if any, together with any related statements, to the Regional Office. If Standard Form 1034 is submitted, a "DISCOUNT" slip should be attached if a discount is offered.

b. Transmit the original Form 65 immediately to the Regional Office.

Section I. COMPLETION OF RECORDS IN CONNECTION WITH SHIPMENTS. After form ACP-67 has been executed, the county offices will complete their record of transactions as follows:

1. Entries on Form 65 (Original, second, and third copies):

"Tons in Shipment." Enter in this space the number of tons of material delivered to farmers under this order.

"Date Received." Make no entry for this item.

"Freight Charges." Make no entry for this item.

"Handling Charges." MAKE NO ENTRY FOR THIS ITEM.

"Extra Charges." Enter in this space as a total for the shipment any extra charges resulting from demurrage or extra handling incident to demurrage. Such figure shall agree with the total amount of extra charges collected from farmers due to additional handling costs accruing because of their delay in accepting or calling for materials, and should also agree with the total of column (8) of Form 65.

Column (3). Enter the date shown in the receipt section on the white copy of ACP-64 for each farmer.

Column (6). If a farmer accepts none or only a part of his order and no refund is to be made, the word "Default" will be entered in column (6) of the original and association copy opposite the entry for the amount of payment made by the farmer. No entry except as noted in this paragraph will be made in column (6).

Column (7). In the event a farmer will accept none or only part of his order and it is necessary to make a refund, the correct amount of money shall be refunded to him by the treasurer of the association. However, the full amount originally collected from the farmer shall not be changed on NER-Office Form 65, but shall be followed by the notation in column (7), "$_____ Refunded."

Column (8). Enter in this column opposite the name of the producer extra charges collected from him and reported as such on ACP-9.

Column (9). Enter the month covered by the form ACP-8 on which the funds collected from the farmer are reported.

2. Entries on forms ACP-9 and ACP-10

a. Refunds. Any claim for a refund in connection with materials will be shown as a miscellaneous claim on ACP-9 in the name of the producer supported by a signed statement and identified as "Refund on Aaa_____," showing the Aaa shipment number covering the Form 65 on which the name of the claimant is entered. If at the time the association prepares a monthly expense account a miscellaneous claim is to be made covering a refund to a farmer and such refund cannot be identified by Aaa shipment number due to the fact that an Aaa number has not as yet been assigned the Form 65, a statement should be submitted in support of the miscellaneous claim showing the form ACP-8 on which the collection from the farmer in question was reported.

b. Consignee. If a consignee is otherwise employed by the association under some other title, such other title should be shown on forms ACP-9 and -10 and such claim does not have to be identified with a request for shipment number. The rate of pay for such a person while serving as a consignee may not exceed the maximum approved rate for the title under which he is submitting his claim.

If a consignee is not otherwise employed by the association, but is employed only for the purpose of acting as consignee, his claim should be submitted as a "Personal Service" claim on forms ACP-9 and -10 under the title of "Consignee." The rate of pay for such consignees may not exceed $5.50 per day. Such claims NEED NOT BE IDENTIFIED WITH A REQUEST FOR SHIPMENT NUMBER ON ACP-9 OR -10.

Notwithstanding any of the foregoing provisions in areas approved in advance by the Regional Director, arrangements may be made whereby the duties of consignee may be performed on a per-ton basis. Such claims should be submitted under "Miscellaneous" on forms ACP-9 and -10 BUT NEED NOT show on such forms the amount of the claim which is chargeable to each Request for Shipment number.

c. Laborers. If it becomes necessary for the association to engage laborers to assist consignees, then claims by such laborers should be submitted as "Miscellaneous" on forms ACP-9 and -10 at a rate not to exceed $4.00 per day BUT NEED NOT be identified with the Aaa number. The claim must be supported by an invoice made out to the association and signed by the claimant showing the amount due, how the expense was incurred, and the amount chargeable to each Request for Shipment number.

d. Extra charges. In case there is a demurrage charge, it should be shown as a miscellaneous claim on ACP-9 in the name of the claimant, supported by an invoice and identified with the proper Aaa number.

If there is an extra labor charge incident to the demurrage, such extra labor charge should be shown as a miscellaneous claim on ACP-9 in the name of the claimant, supported by an invoice and identified with the Request for Shipment (Aaa) number in connection with which the claim is made.

3. Entries on NER-Office Form 67. IT IS NOT NECESSARY TO BREAK DOWN ACP CHARGES ON NER-OFFICE FORM 67 TO SHOW CHARGES AGAINST "MATERIALS."

4. Entries on ACP-8.

Reporting collection of charges paid by farmer: All funds collected as charges from farmers will be recorded on NER-Office Form 65 and must be deposited in the bank by the treasurer of the association to the credit of the association's account. All Funds so collected will be reported as a collection on line 1(c) of the first voucher form ACP-8 submitted by the association after any such collection has been made. Particular care should be taken to see that a collection is reported only once.

All collections reported on line 1(c), form ACP-8, must be supported by the first carbon of each NER-Office Form 65 which covers the collections being reported.

In the event an order has not been completed at the time form ACP-8 is prepared and consequently an NER-Office Form 65 does not list all of the names which will be entered on the form when the order has

been completed, the first carbon of NER-Office Form 65 will be forwarded anyway in support of the collections reported on form ACP-8. When additional requests are approved and the names of those farmers covered by the additional requests are entered on this incomplete NER-Office Form 65 to make up the complete order, the typist, before entering the additional names, will insert a new NER-Office Form 65 as the first carbon copy. This first copy will again be submitted in support of the collections reported on the next voucher form ACP-8 submitted. If the order is not as yet completed at that time, the same steps will be followed again and continued each month until the order is completed. Example:

NER-Office Form 65, which will be covered by Request for Shipment (ACP-66), lists only six names when form ACP-8 is prepared for August. The first carbon of NER-Office Form 65 will be forwarded with the August account in support of the collection reported on line 1 (c), form ACP-8. During the month of August there are 20 additional requests approved which are to be entered on the incomplete NER-Office Form 65 to make up an order. Before the typist enters any of the additional 20 names on NER-Office Form 65, a new NER-Office Form 65 will be inserted between the original copy and the second carbon. This first carbon will show only the 20 names being added to the previous six. This first carbon will now be submitted in support of the entry for collections on the September form ACP-8. If the order is still incomplete, the same steps will be followed and continued each month until the order is completed.

NER-512 contains material which may be used both for training consignees and for handling shipments made on bills of lading.

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quested, column (2) on Form 65 should be corrected to show the amount actually received. This will be done by drawing a single line through the original entry and entering the amount actually received immediately above and similarly correcting the total of column (2). No changes may be made in column (5).

f. File the second copy of Form 65, the yellow form ACP-66, and the yellow ACP-67 together in a permanent file numerically by Aaa numbers.

3. The State office will:

a. Forward immediately the white copy of ACP-67, the Standard Form 1034, if any, together with any related statements, to the Regional Office. If Standard Form 1034 is submitted, a "DISCOUNT" slip should be attached if a discount is offered.

b. Transmit the original Form 65 immediately to the Regional Office.

Section I. COMPLETION OF RECORDS IN CONNECTION WITH SHIPMENTS. After form ACP-67 has been executed, the county offices will complete their record of transactions as follows:

1. Entries on Form 65 (Original, second, and third copies):

"Tons in Shipment." Enter in this space the number of tons of material delivered to farmers under this order.

"Date Received." Make no entry for this item.

"Freight Charges." Make no entry for this item.

"Handling Charges." MAKE NO ENTRY FOR THIS ITEM.

"Extra Charges." Enter in this space as a total for the shipment any extra charges resulting from demurrage or extra handling incident to demurrage. Such figure shall agree with the total amount of extra charges collected from farmers due to additional handling costs accruing because of their delay in accepting or calling for materials, and should also agree with the total of column (8) of Form 65.

Column (3). Enter the date shown in the receipt section on the white copy of ACP-64 for each farmer.

Column (6). If a farmer accepts none or only a part of his order and no refund is to be made, the word "Default" will be entered in column (6) of the original and association copy opposite the entry for the amount of payment made by the farmer. No entry except as noted in this paragraph will be made in column (6).

Column (7). In the event a farmer will accept none or only part of his order and it is necessary to make a refund, the correct amount of money shall be refunded to him by the treasurer of the association. However, the full amount originally collected from the farmer shall not be changed on NER-Office Form 65, but shall be followed by the notation in column (7), "$_____ Refunded."

Column (8). Enter in this column opposite the name of the producer extra charges collected from him and reported as such on ACP-9.

Column (9). Enter the month covered by the form ACP-8 on which the funds collected from the farmer are reported.

2. Entries on forms ACP-9 and ACP-10

a. Refunds. Any claim for a refund in connection with materials will be shown as a miscellaneous claim on ACP-9 in the name of the producer supported by a signed statement and identified as "Refund on Aaa_____," showing the Aaa shipment number covering the Form 65 on which the name of the claimant is entered. If at the time the association prepares a monthly expense account a miscellaneous claim is to be made covering a refund to a farmer and such refund cannot be identified by Aaa shipment number due to the fact that an Aaa number has not as yet been assigned the Form 65, a statement should be submitted in support of the miscellaneous claim showing the form ACP-8 on which the collection from the farmer in question was reported.

b. Consignee. If a consignee is otherwise employed by the association under some other title, such other title should be shown on forms ACP-9 and -10 and such claim does not have to be identified with a request for shipment number. The rate of pay for such a person while serving as a consignee may not exceed the maximum approved rate for the title under which he is submitting his claim.

If a consignee is not otherwise employed by the association, but is employed only for the purpose of acting as consignee, his claim should be submitted as a "Personal Service" claim on forms ACP-9 and -10 under the title of "Consignee." The rate of pay for such consignees may not exceed $5.50 per day. Such claims NEED NOT BE IDENTIFIED WITH A REQUEST FOR SHIPMENT NUMBER ON ACP-9 OR -10.

Notwithstanding any of the foregoing provisions in areas approved in advance by the Regional Director, arrangements may be made whereby the duties of consignee may be performed on a per-ton basis. Such claims should be submitted under "Miscellaneous" on forms ACP-9 and -10 BUT NEED NOT show on such forms the amount of the claim which is chargeable to each Request for Shipment number.

c. Laborers. If it becomes necessary for the association to engage laborers to assist consignees, then claims by such laborers should be submitted as "Miscellaneous" on forms ACP-9 and -10 at a rate not to exceed $4.00 per day BUT NEED NOT be identified with the Aaa number. The claim must be supported by an invoice made out to the association and signed by the claimant showing the amount due, how the expense was incurred, and the amount chargeable to each Request for Shipment number.

d. Extra charges. In case there is a demurrage charge, it should be shown as a miscellaneous claim on ACP-9 in the name of the claimant, supported by an invoice and identified with the proper Aaa number.

If there is an extra labor charge incident to the demurrage, such extra labor charge should be shown as a miscellaneous claim on ACP-9 in the name of the claimant, supported by an invoice and identified with the Request for Shipment (Aaa) number in connection with which the claim is made.

3. Entries on NER-Office Form 67. IT IS NOT NECESSARY TO BREAK DOWN ACP CHARGES ON NER-OFFICE FORM 67 TO SHOW CHARGES AGAINST "MATERIALS."

4. Entries on ACP-8.

Reporting collection of charges paid by farmer: All funds collected as charges from farmers will be recorded on NER-Office Form 65 and must be deposited in the bank by the treasurer of the association to the credit of the association's account. All Funds so collected will be reported as a collection on line 1(c) of the first voucher form ACP-8 submitted by the association after any such collection has been made. Particular care should be taken to see that a collection is reported only once.

All collections reported on line 1(c), form ACP-8, must be supported by the first carbon of each NER-Office Form 65 which covers the collections being reported.

In the event an order has not been completed at the time form ACP-8 is prepared and consequently an NER-Office Form 65 does not list all of the names which will be entered on the form when the order has

been completed, the first carbon of NER-Office Form 65 will be forwarded anyway in support of the collections reported on form ACP-8. When additional requests are approved and the names of those farmers covered by the additional requests are entered on this incomplete NER-Office Form 65 to make up the complete order, the typist, before entering the additional names, will insert a new NER-Office Form 65 as the first carbon copy. This first copy will again be submitted in support of the collections reported on the next voucher form ACP-8 submitted. If the order is not as yet completed at that time, the same steps will be followed again and continued each month until the order is completed. Example:

NER-Office Form 65, which will be covered by Request for Shipment (ACP-66), lists only six names when form ACP-8 is prepared for August. The first carbon of NER-Office Form 65 will be forwarded with the August account in support of the collection reported on line 1 (c), form ACP-8. During the month of August there are 20 additional requests approved which are to be entered on the incomplete NER-Office Form 65 to make up an order. Before the typist enters any of the additional 20 names on NER-Office Form 65, a new NER-Office Form 65 will be inserted between the original copy and the second carbon. This first carbon will show only the 20 names being added to the previous six. This first carbon will now be submitted in support of the entry for collections on the September form ACP-8. If the order is still incomplete, the same steps will be followed and continued each month until the order is completed.

NER-512 contains material which may be used both for training consignees and for handling shipments made on bills of lading.

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Column (5). If a farmer accepts none or only a part of his order and no refund is to be made, the word "Default" will be entered in column (6) of the original and association copy opposite the entry for the amount of payment made by the farmer. No entry except as noted in this paragraph will be made in column (6).

Column (7). In the event a farmer will accept none or only part of his order and it is necessary to make a refund, the correct amount of money shall be refunded to him by the treasurer of the association. However, the full amount originally collected from the farmer shall not be changed on NER-Office Form 65, but shall be followed by the notation in column (7), $_____ Refunded."

Column (8). Enter in this column opposite the name of the producer extra charges collected from him and reported as such on ACP-9.

Column (9). Enter the month covered by the form ACP-8 on which the funds collected from the farmer are reported.

THE PROGRAM YEAR "1941" SHOULD BE INSERTED DIRECTLY BENEATH THE Aaa SHIPMENT NUMBER.

WHEN THE FORM IS OTHERWISE COMPLETED, THE TREASURER WILL SIGN IN THE SPACE PROVIDED. IF THE SAME PERSON IS BOTH SECRETARY AND TREASURER OF THE ASSOCIATION, HIS NAME MUST BE SUBSCRIBED IN THE SPACE PROVIDED FOR THE SIGNATURE OF EACH OF SUCH OFFICERS.

2. Entries on forms ACP-9 and ACP-10

a. Refunds. Any claim for a refund in connection with materials will be shown as a miscellaneous claim on ACP-9 in the name of the producer supported by a signed statement and identified as "Refund on Aaa _____," showing the Aaa shipment number covering the Form 65 on which the name of the claimant is entered. If at the time the association prepares a monthly expense account a miscellaneous claim is to be made covering a refund to a farmer and such refund cannot be identified by Aaa shipment number due to the fact that an Aaa number has not as yet been assigned the Form 65, a statement should be submitted in support of the miscellaneous claim showing the form ACP-8 on which the collection from the farmer in question was reported.

b. Consignee. If a consignee is otherwise employed by the association under some other title, such other title should be shown on forms ACP-9 and -10 and such claim does not have to be identified with a request for shipment number. The rate of pay for such a person while serving as a consignee may not exceed the maximum approved rate for the title under which he is submitting his claim.

If a consignee is not otherwise employed by the association, but is employed only for the purpose of acting as consignee, his claim should be submitted as a "Personal Service" claim on forms ACP-9 and -10 under the title of "Consignee." The rate of pay for such consignee may not exceed $5.50 per day. Such claims need not be identified with a request for shipment number on ACP-9 or -10.

quested, column (2) on Form 65 should be corrected to show the amount actually received. This will be done by drawing a single line through the original entry and entering the amount actually received immediately above and similarly correcting the total of column (2). No changes may be made in column (5).

f. File the second copy of Form 65, the yellow form ACP-66 and the yellow ACP-67 together in a permanent file numerically by Aaa numbers.

3. The State office will:

a. Forward immediately the white copy of ACP-67, the Standard Form 1034, if any, together with any related statements, to the Regional Office. If Standard Form 1034 is submitted, a "DISCOUNT" slip should be attached if a discount is offered.

b. Transmit the original Form 65 immediately to the Regional Office.

Section I. COMPLETION OF RECORDS IN CONNECTION WITH SHIPMENTS. After form ACP-67 has been executed, the county offices will complete their record of transactions as follows:

1. Entries on Form 65 (Original, second, and third copies):

"Tons in Shipment." Enter in this space the number of tons of material delivered to farmers under this order.

"Date Received." Make no entry for this item.

"Freight Charges." Make no entry for this item.

"Handling Charges." MAKE NO ENTRY FOR THIS ITEM.

"Extra Charges." Enter in this space as a total for the shipment any extra charges resulting from demurrage or extra handling incident to demurrage. Such figure shall agree with the total amount of extra charges collected from farmers due to additional handling costs accruing because of their delay in accepting or calling for materials, and should also agree with the total of column (8) of Form 65.

Column (3). Enter the date shown in the receipt section on the white copy of ACP-64 for each farmer

Section J. TRANSFERRING MATERIAL

This section provides instructions for transferring material from one farmer to another after the original farmer has receipted for the delivery of such materials. County committees must understand, however, that it is clearly and definitely their responsibility to see that all material is finally used to carry out soil-building practices or that the proper entries are made on an application for payment which is filed showing, in the proper manner, that such material was not properly applied. Irrespective of whether this material is transferred within the program year, or from the preceding program year, county and State committees still retain their power of recommending that either a double or single deduction be made against the original recipient of the material.

1. Transferring material within the program year. If, prior to the closing date for carrying out soil-building practices for the program year under which the material is furnished, it is determined that material furnished will not be, in all probability, properly used by the person to whom it was issued, such material may be transferred to other farms or farmers in the following manner:

a. The cash paid for association expenses by the original recipient will be declared to be in default.

b. ACP-64's should be executed in the usual manner for the new farmer or farmers to whom it is to be transferred. If the material is to be physically transferred from one farm to another, the county committee should try to have the new farmer agree to transfer the material to his farm at his own expense in lieu of the usual cash payment for association expenses. If this is not done, the proper cash advance should be collected in the regular manner. The material should not actually be delivered to the new farmer until the State office has indicated its approval of such transfer.

c. A statement in triplicate should be prepared by the county office and signed by the secretary of the county association declaring that such cash advance has been declared by the county committee to be defaulted and that the entry for this person in column (2) of the NER-Office Form 65 covering the shipment under which the material was originally delivered should be corrected by drawing a line through the original entry and inserting, immediately above, the quantity which was left on the farm. If no material is left on the farm, this entry will be zero. The original and one copy of this statement will be forwarded to the State office, where a person designated by the State committee will indicate his approval or disapproval and, if approved, transmit the original of the statement to the County Association Unit of the Northeast Division in Washington, D. C. The statement should further request that these substitute farmers should be entered on the NER-Office Forms 65 for the shipment, indicating the quantity and date received, the amount and date paid for association expenses, and the ACP-8 on which the cash collection was reported. If the farmer performs the trucking service in lieu of a cash

payment for association expenses, the statement should so indicate, instead of the amount and date paid and the ACP-8 on which reported.

2. Material transferred from the preceding program year. If, after the closing date for carrying out soil-building practices under the 1940 program year, it is determined that material furnished will, in all probability, not be properly used, such material may be transferred to a substitute farmer or farmers under the 1941 Program in the following manner:

a. The cash paid for association expenses by original recipients of materials which are later transferred to other farms or other farmers under a subsequent program, will be declared to be in default. A statement in triplicate should be prepared by the county office and signed by the secretary of the county association declaring that such cash advance has been declared by the county committee to be defaulted, and that the entry for this person in column (2) of the NER-Office Form 65, covering the shipment under which the material was originally delivered, should be corrected by drawing a line through the original entry and inserting, immediately above, the quantity which was left on the farm. If no material is left on the farm, this entry will be zero. The original and one copy of this statement will be forwarded to the State Office where a person designated by the State committee will indicate his approval or disapproval and, if approved, transmit the original of the statement to the County Association Unit of the Northeast Division in Washington, D. C.

b. ACP-64's should be executed in the proper manner for the new farmer or farmers to whom the material is to be transferred at the deduction rate applicable for the type of material to be transferred under the program year for which it is being furnished. If the material is to be physically transferred from one farm to another, the county committee should try to have the new farmer agree to transfer the material to his farm at his own expense in lieu of the usual cash payment for association expenses. If this is not done, there should be collected for association expenses, from these new participants, the cash advance established for that type of material under the program year for which the material is being furnished.

c. A new set of NER-Office Forms 65 will be prepared and submitted to the State office in the manner specified for the program year under which the material is to be furnished except that, if the farmer transfers the material himself, the following statement will be entered on the form in lieu of the regular entries for columns (4), (5), and (9): "Material transferred by producer in lieu of cash payment for association expenses." All, and only such, transferred material as was originally covered by one request for shipment number should be listed on the new NER-Office Form 65. There should be typed on this new NER-Office Form 65 a statement indicating the program year from which this material is being transferred, and indicating the request for shipment number on which the material was originally issued. However, such material

will not be transferred to the new farmer until the State office indicates its approval of such transfer by approving the request in the usual manner and assigning an Aaa number to it.

d. The State office will prepare an ACP-66 and otherwise handle such requests in the usual manner except that in the place designated for the name of the contractor there will be entered the phrase "Transferred from_____Program under Aaa_____." ACP-67 need not be prepared for such orders.

e. As indicated at the beginning of this section, county committees still retain their power of declaring whether or not the original recipient of the furnished material should be charged either a double or single deduction on that part of the material which was not properly used. In this event, the county committee should submit an application for payment (signed or unsigned) for the original recipient so that a deduction might be made from a payment due him or that he be entered on the register of indebtedness.

If the original recipient has been placed on the register of indebtedness by reason of an application for payment filed which indicates that material furnished was not used, and such material is later transferred and the county committee desires that the original recipient be removed from the register of indebtedness, a supplemental application prepared in the usual manner and accompanied by a statement, signed by one or more members of the county committee, to the effect that the farmer should be removed from the register for the reason that the county committee has taken the material back and reissued it to another farmer, It will not be necessary to name the new farmer in such statement. If the county committee determines that the additional payment, if any, computed and offset by the deduction for materials furnished on the original application should not be made to the applicant because of the transfer of the material, the supplemental application should be submitted by the county committee without the signature of the applicant.

3. Handling charges incurred in connection with transferring material. In those cases in which material is physically transferred from one farm to another and such transfer is not made by the new recipient of the material, county committees are authorized to make such arrangements to accomplish the transfer as are necessary. While it will not be necessary to solicit bids to secure trucking, it is pointed out that officers and regular employees are not eligible to perform such trucking services and receive compensation therefor, and that expenses incurred in this connection should be kept as low as possible. Any claims incurred for such trucking should be shown as a miscellaneous claim on ACP-9 and the body of the invoice supporting such claim should be prepared as follows: "Hauling_____tons of_____ from _____farm to _____ farm under Aaa____."

In all other respects such claims should be handled in accordance with standing instructions for miscellaneous claims. Such charges will not be shown as either handling or extra charges on NER-Office Form 65 nor be charged against "Materials" on NER-Office Form 67.

Section K. SAMPLING AND ANALYZING. (State Office Instructions)

1. Sampling. The State offices will be responsible for seeing that samples are taken in accordance with the following instructions and for issuing such supplemental instructions as will assure that the samples taken are representative of the material sampled. Additional samples will be requested by the Washington office in those cases where there is any indication that the material may be running below the guaranteed analysis.

a. Superphosphate. One sample will be taken from approximately each 25th shipment of superphosphate received in the State under each contract providing for siding delivery. Such samples should be taken from the car at the time of unloading. For superphosphate delivered to individual farmyards one sample will be taken from approximately every 500 tons delivered in the State by each contractor. Such samples will be taken within ten days after date of delivery. Not less than one sample will be taken from the superphosphate shipped from each plant under each contract.

b. Liming material. At least two samples should be taken of each material delivered under each contract in each State. Samples of limestone will be taken at the point of delivery within ten days after date of delivery.

2. Analyzing. As in the past, it is expected that all samples except those taken in the States of Vermont and Pennsylvania will be analyzed in the several State laboratories. Samples of materials taken in Vermont and Pennsylvania will be analyzed in Washington. In addition, at various times, the Washington office will call for samples of specific materials to be analyzed in Washington. All samples sent to Washington should be mailed directly to Dr. K. D. Jacobs, Fertilizer Research Division, Bureau of Plant Industry, U. S. Department of Agriculture, Washington, D. C. The results of analyses made in the States should be mailed to the Regional Office.

The results of analyses made in the field should be transmitted to this office without delay by the State office and, in any event, it is desired that at least the results of one analysis from each supplier be received not later than April 15, 1941. This analysis report should contain at least all of the information for which a space is provided on the form NED-39.

It is emphasized that deductions will be made from vouchers submitted by suppliers on the basis of these analyses. It is, therefore, important that the samples taken are entirely representative of the material being sampled and it is recommended that the State office carefully designate and train individuals to take such samples.

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Section J. TRANSFERRING MATERIAL

This section provides instructions for transferring material from one farmer to another after the original farmer has receipted for the delivery of such materials. County committees must understand, however, that it is clearly and definitely their responsibility to see that all material is finally used to carry out soil-building practices or that the proper entries are made on an application for payment which is filed showing, in the proper manner, that such material was not properly applied. Irrespective of whether this material is transferred within the program year, or from the preceding program year, county and State committees still retain their power of recommending that either a double or single deduction be made against the original recipient of the material.

1. Transferring material within the program year. If, prior to the closing date for carrying out soil-building practices for the program year under which the material is furnished, it is determined that material furnished will not be, in all probability, properly used by the person to whom it was issued, such material may be transferred to other farms or farmers in the following manner:

a. The cash paid for association expenses by the original recipient will be declared to be in default.

b. ACP-64's should be executed in the usual manner for the new farmer or farmers to whom it is to be transferred. If the material is to be physically transferred from one farm to another, the county committee should try to have the new farmer agree to transfer the material to his farm at his own expense in lieu of the usual cash payment for association expenses. If this is not done, the proper cash advance should be collected in the regular manner. The material should not actually be delivered to the new farmer until the State office has indicated its approval of such transfer.

c. A statement in triplicate should be prepared by the county office and signed by the secretary of the county association declaring that such cash advance has been declared by the county committee to be defaulted and that the entry for this person in column (2) of the NER-Office Form 65 covering the shipment under which the material was originally delivered should be corrected by drawing a line through the original entry and inserting, immediately above, the quantity which was left on the farm. If no material is left on the farm, this entry will be zero. The original and one copy of this statement will be forwarded to the State office, where a person designated by the State committee will indicate his approval or disapproval and, if approved, transmit the original of the statement to the County Association Unit of the Northeast Division in Washington, D. C. The statement should further request that these substitute farmers should be entered on the NER-Office Forms 65 for the shipment, indicating the quantity and date received, the amount and date paid for association expenses, and the ACP-8 on which the cash collection was reported. If the farmer performs the trucking service in lieu of a cash

payment for association expenses, the statement should so indicate, instead of the amount and date paid and the ACP-8 on which reported.

2. Material transferred from the preceding program year. If, after the closing date for carrying out soil-building practices under the 1940 program year, it is determined that material furnished will, in all probability, not be properly used, such material may be transferred to a substitute farmer or farmers under the 1941 Program in the following manner:

a. The cash paid for association expenses by original recipients of materials which are later transferred to other farms or other farmers under a subsequent program, will be declared to be in default. A statement in triplicate should be prepared by the county office and signed by the secretary of the county association declaring that such cash advance has been declared by the county committee to be defaulted, and that the entry for this person in column (2) of the NER-Office Form 65, covering the shipment under which the material was originally delivered, should be corrected by drawing a line through the original entry and inserting, immediately above, the quantity which was left on the farm. If no material is left on the farm, this entry will be zero. The original and one copy of this statement will be forwarded to the State Office where a person designated by the State committee will indicate his approval or disapproval and, if approved, transmit the original of the statement to the County Association Unit of the Northeast Division in Washington, D. C.

b. ACP-64's should be executed in the proper manner for the new farmer or farmers to whom the material is to be transferred at the deduction rate applicable for the type of material to be transferred under the program year for which it is being furnished. If the material is to be physically transferred from one farm to another, the county committee should try to have the new farmer agree to transfer the material to his farm at his own expense in lieu of the usual cash payment for association expenses. If this is not done, there should be collected for association expenses, from these new participants, the cash advance established for that type of material under the program year for which the material is being furnished.

c. A new set of NER-Office Forms 65 will be prepared and submitted to the State office in the manner specified for the program year under which the material is to be furnished except that, if the farmer transfers the material himself, the following statement will be entered on the form in lieu of the regular entries for columns (4), (5), and (9): "Material transferred by producer in lieu of cash payment for association expenses." All, and only such, transferred material as was originally covered by one request for shipment number should be listed on the new NER-Office Form 65. There should be typed on this new NER-Office Form 65 a statement indicating the program year from which this material is being transferred, and indicating the request for shipment number on which the material was originally issued. However, such material

will not be transferred to the new farmer until the State office indicates its approval of such transfer by approving the request in the usual manner and assigning an Aaa number to it.

d. The State office will prepare an ACP-66 and otherwise handle such requests in the usual manner except that in the place designated for the name of the contractor there will be entered the phrase "Transferred from_____Program under Aaa_____." ACP-67 need not be prepared for such orders.

e. As indicated at the beginning of this section, county committees still retain their power of declaring whether or not the original recipient of the furnished material should be charged either a double or single deduction on that part of the material which was not properly used. In this event, the county committee should submit an application for payment (signed or unsigned) for the original recipient so that a deduction might be made from a payment due him or that he be entered on the register of indebtedness.

If the original recipient has been placed on the register of indebtedness by reason of an application for payment filed which indicates that material furnished was not used, and such material is later transferred and the county committee desires that the original recipient be removed from the register of indebtedness, a supplemental application prepared in the usual manner and accompanied by a statement, signed by one or more members of the county committee, to the effect that the farmer should be removed from the register for the reason that the county committee has taken the material back and reissued it to another farmer, It will not be necessary to name the new farmer in such statement. If the county committee determines that the additional payment, if any, computed and offset by the deduction for materials furnished on the original application should not be made to the applicant because of the transfer of the material, the supplemental application should be submitted by the county committee without the signature of the applicant.

3. Handling charges incurred in connection with transferring material. In those cases in which material is physically transferred from one farm to another and such transfer is not made by the new recipient of the material, county committees are authorized to make such arrangements to accomplish the transfer as are necessary. While it will not be necessary to solicit bids to secure trucking, it is pointed out that officers and regular employees are not eligible to perform such trucking services and receive compensation therefor, and that expenses incurred in this connection should be kept as low as possible. Any claims incurred for such trucking should be shown as a miscellaneous claim on ACP-9 and the body of the invoice supporting such claim should be prepared as follows: "Hauling_____tons of_____ from _____farm to _____ farm under Aaa____."

In all other respects such claims should be handled in accordance with standing instructions for miscellaneous claims. Such charges will not be shown as either handling or extra charges on NER-Office Form 65 nor be charged against "Materials" on NER-Office Form 67.

Section K. SAMPLING AND ANALYZING. (State Office Instructions)

1. Sampling. The State offices will be responsible for seeing that samples are taken in accordance with the following instructions and for issuing such supplemental instructions as will assure that the samples taken are representative of the material sampled. Additional samples will be requested by the Washington office in those cases where there is any indication that the material may be running below the guaranteed analysis.

a. Superphosphate. One sample will be taken from approximately each 25th shipment of superphosphate received in the State under each contract providing for siding delivery. Such samples should be taken from the car at the time of unloading. For superphosphate delivered to individual farmyards one sample will be taken from approximately every 500 tons delivered in the State by each contractor. Such samples will be taken within ten days after date of delivery. Not less than one sample will be taken from the superphosphate shipped from each plant under each contract.

b. Liming material. At least two samples should be taken of each material delivered under each contract in each State. Samples of limestone will be taken at the point of delivery within ten days after date of delivery.

2. Analyzing. As in the past, it is expected that all samples except those taken in the States of Vermont and Pennsylvania will be analyzed in the several State laboratories. Samples of materials taken in Vermont and Pennsylvania will be analyzed in Washington. In addition, at various times, the Washington office will call for samples of specific materials to be analyzed in Washington. All samples sent to Washington should be mailed directly to Dr. K. D. Jacobs, Fertilizer Research Division, Bureau of Plant Industry, U. S. Department of Agriculture, Washington, D. C. The results of analyses made in the States should be mailed to the Regional Office.

The results of analyses made in the field should be transmitted to this office without delay by the State office and, in any event, it is desired that at least the results of one analysis from each supplier be received not later than April 15, 1941. This analysis report should contain at least all of the information for which a space is provided on the form NED-39.

It is emphasized that deductions will be made from vouchers submitted by suppliers on the basis of these analyses. It is, therefore, important that the samples taken are entirely representative of the material being sampled and it is recommended that the State office carefully designate and train individuals to take such samples.

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Column (6). If a farmer accepts none or only a part of his order and no refund is to be made, the word "Default" will be entered in column (6) of the original and association copy opposite the entry for the amount of payment made by the farmer. No entry except as noted in this paragraph will be made in column (6).

Column (7). In the event a farmer will accept none or only part of his order and it is necessary to make a refund, the correct amount of money shall be refunded to him by the treasurer of the association. However, the full amount originally collected from the farmer shall not be changed on NER-Office Form 65, but shall be followed by the notation in column (7), $_____ Refunded."

Column (8). Enter in this column opposite the name of the producer extra charges collected from him and reported as such on ACP-9.

Column (9). Enter the month covered by the form ACP-8 on which the funds collected from the farmer are reported.

THE PROGRAM YEAR "1941" SHOULD BE INSERTED DIRECTLY BENEATH THE Aaa SHIPMENT NUMBER.

WHEN THE FORM IS OTHERWISE COMPLETED, THE TREASURER WILL SIGN IN THE SPACE PROVIDED. IF THE SAME PERSON IS BOTH SECRETARY AND TREASURER OF THE ASSOCIATION, HIS NAME MUST BE SUBSCRIBED IN THE SPACE PROVIDED FOR THE SIGNATURE OF EACH OF SUCH OFFICERS.

2. Entries on forms ACP-9 and ACP-10

a. Refunds. Any claim for a refund in connection with materials will be shown as a miscellaneous claim on ACP-9 in the name of the producer supported by a signed statement and identified as "Refund on Aaa _____," showing the Aaa shipment number covering the Form 65 on which the name of the claimant is entered. If at the time the association prepares a monthly expense account a miscellaneous claim is to be made covering a refund to a farmer and such refund cannot be identified by Aaa shipment number due to the fact that an Aaa number has not as yet been assigned the Form 65, a statement should be submitted in support of the miscellaneous claim showing the form ACP-8 on which the collection from the farmer in question was reported.

b. Consignee. If a consignee is otherwise employed by the association under some other title, such other title should be shown on forms ACP-9 and -10 and such claim does not have to be identified with a request for shipment number. The rate of pay for such a person while serving as a consignee may not exceed the maximum approved rate for the title under which he is submitting his claim.

If a consignee is not otherwise employed by the association, but is employed only for the purpose of acting as consignee, his claim should be submitted as a "Personal Service" claim on forms ACP-9 and -10 under the title of "Consignee." The rate of pay for such consignee may not exceed $5.50 per day. Such claims need not be identified with a request for shipment number on ACP-9 or -10.

quested, column (2) on Form 65 should be corrected to show the amount actually received. This will be done by drawing a single line through the original entry and entering the amount actually received immediately above and similarly correcting the total of column (2). No changes may be made in column (5).

f. File the second copy of Form 65, the yellow form ACP-66 and the yellow ACP-67 together in a permanent file numerically by Aaa numbers.

3. The State office will:

a. Forward immediately the white copy of ACP-67, the Standard Form 1034, if any, together with any related statements, to the Regional Office. If Standard Form 1034 is submitted, a "DISCOUNT" slip should be attached if a discount is offered.

b. Transmit the original Form 65 immediately to the Regional Office.

Section I. COMPLETION OF RECORDS IN CONNECTION WITH SHIPMENTS. After form ACP-67 has been executed, the county offices will complete their record of transactions as follows:

1. Entries on Form 65 (Original, second, and third copies):

"Tons in Shipment." Enter in this space the number of tons of material delivered to farmers under this order.

"Date Received." Make no entry for this item.

"Freight Charges." Make no entry for this item.

"Handling Charges." MAKE NO ENTRY FOR THIS ITEM.

"Extra Charges." Enter in this space as a total for the shipment any extra charges resulting from demurrage or extra handling incident to demurrage. Such figure shall agree with the total amount of extra charges collected from farmers due to additional handling costs accruing because of their delay in accepting or calling for materials, and should also agree with the total of column (8) of Form 65.

Column (3). Enter the date shown in the receipt section on the white copy of ACP-64 for each farmer

NER-512 Issued September 18, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Division
Washington, D. C.

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"INSTRUCTIONS FOR CONSIGNEES"

This supplements NER-511, and has been prepared in a form designed to fit in with schools of instruction should the State Office decide to conduct such schools.

Responsibility. The work of the consignee is not difficult, but it is tremendously important. His first responsibility is to the Government of the United States, for on the basis of his report the United States Government pays or refuses to pay the supplier for the materials he claims to have shipped or the carrier for the amount of materials he claims to have transported.

When a consignee executes Form ACP-67, "Receiving and Inspection Report", and a Government bill of lading, certifying that 25 tons of triple superphosphate have been received in good order, he is making a signed recommendation to the Government, as its agent, that it pay claims on this shipment of a little over $1,000.00. It should be borne in mind that every bag of triple superphosphate, for example, represents around $2.00 in freight charges and cost of material to the Government. One or two bags over or short may not seem like much when handling a few carloads, but considered from the angle of all shipments in a State or Region it very quickly represents considerable sums of money. The expenditure of public funds through Government projects must be very strictly accounted for. It is absolutely imperative, therefore, that the Washington office receive prompt and accurate reports regarding the receipt of materials and their condition.

Because of the vital importance of the duties performed by consignees, and the methods employed in the past, it has become necessary to make an intelligent selection of consignees, and instigate a planned course of instruction.

In the past it has been the policy of the State and county offices to shield the consignee from responsibility for errors due to carelessness on his part. In the future, however, the consignee will be held liable to the Government for any loss suffered by the Government as a result of his carelessness.

Further responsibility of a consignee is to the State and county offices by which is employed. This responsbility demands that he make sure that the proper persons receive the right amount of materials, and that all related forms are properly executed and returned to the county office in accordance with instructions.

The Conservation Materials portion of the Program has grown each year until it is now accounting for a very large portion of funds expended by the Northeast Division. For example, under the 1940 Program, about 1/3 of the total expenditures of the Northeast Division were in connection with materials furnished as grants of aid.

Up until the last few months the Washington office has made adjustment of all claims of one, two, or three bags short, by the very simple method of deducting the cost of such bags from the supplier's invoice and suspending this amount in payment. During this year's Program, however, reports of shortage have increased to such an extent that the suppliers have protested vigorously to this method of settlement. Washington has, therefore, been forced into the position of having to enter formal claims for each discrepancy, and at the same time placing the responsibility directly with either the supplier or carrier wherever the fault may lie. This changed position has made it increasingly difficult for the Washington office in the settlement of claims. Many transportation claims have required from 6 to 18 months in settlement. These difficulties may be traced in many cases to incorrect or incomplete information from consignees. The only possible remedy for these conditions is for Washington to receive complete and accurate reports of what transpired at destination, and all conditions surrounding all shipments of materials.

The handling of materials will vary considerably throughout the Region depending upon local conditions, decisions of county and State committees, and the form of contract under which the material is purchased. These instructions are intended to cover handling of material in carloads and will cover the field as thoroughly as possible considered from a Regional angle. In some instances there may be responsibilities and additional forms required by individual county or state offices, which it is impractical to include here.

Issuing Government Bills of Lading. The consignee being the party to whom the last carrier turns over the shipment, the heading "Issuing Government Bills of Lading" may appear irrelevant. It is believed, however, that a consignee understanding the procedure necessary for the issuing of bills of lading will be in a better position to understand this form and the reasons for some of the demands made upon him on delivery. A Government bill of lading has three component parts:

(1) The original, Standard Form No. 1058
(2) The Memorandum, Standard Form No. 1058a
(3) The Shipping Order, Standard Form No. 1059

There is also an extra sheet, Standard Form No. 1062, to be used as an additional sheet to each of the component parts enumerated above when the shipment is so extensive as to require more than one sheet.

The standard railroad car is 36'6" long, inside measurement. This car is used as a basis for establishing weight of minimum carloads, the minimum increasing with the length of the car. When ordering cars in which to make shipments, the shipper must specify the length of car required, taking into consideration the articles to be shipped and the weight and bulk thereof, and he must exercise care to specify cars not over 36'6" in length, unless longer cars are specifically needed. It is important, therefore, that the length of the car ordered and the length of the car furnished be noted on the bill of lading in spaces provided for this information. For, if a car of specified length is ordered and the railroad furnishes a car of greater length, for its own convenience, no additional charge for the longer car will be allowed unless the car actually furnished is fully loaded, in which case the minimum weight of the car furnished will govern.

When shipments are to be forwarded by way of Government bills of lading, contractors should be given explicit instructions at the time the necessary Government bills of lading are furnished them. These instructions should include the distribution of the various parts of the Government bill of lading. Where bills of lading are issued in the field it is required that the original and one memorandum copy be forwarded to the consignee of the shipment, immediately the loaded car is surrendered to the railroad. The shipping order is always retained by the originating carrier, and three memorandum copies should be forwarded at once to the Washington office. There should be incorporated in the original bill of lading a sufficient number of memorandum copies to permit one to be retained by the shipper, and one to be returned to the issuing officer.

Where bills of lading are issued by the Washington office, the original only will be forwarded to the consignee and the balance of distribution will be the same as above.

There has recently been received a new supply of Government bills of lading carrying in the heading in red, the bill of lading number and the words, "Northeast Division". At the time of printing this new supply it was arranged to have printed on each copy instructions as to the distribution of these forms. Upon receipt of a supply of this new printed form, field offices will be required to forward to Washington only two memorandum copies as indicated on the form.

When a shipment is made at Government expense, contractors, suppliers, or shippers must not be permitted to prepay charges, nor should carriers forward shipments under their way bills as prepaid, since payment for transportation at Government expense can be made only upon surrender of the original bill of lading properly accomplished at destination.

The issuance of a duplicate of the original copy of a bill of lading is prohibited. Other means are prescribed to enable the carrier to secure payment in case of loss of the original bill of lading.

The issuance of a Government bill of lading after service has been performed is prohibited.

Payment for transportation by means of Government bills of lading will be made to the last carrier upon presentation of a transportation voucher properly executed and supported by accomplished original bill of lading or certificate in lieu thereof to the Agricultural Adjustment Administration, Washington, D. C.

Government bills of lading are consecutively numbered. The number appearing on the original bill of lading, Standard Form 1058, must also be shown on the memorandum copies, Standard Form 1058a, and the Shipping Order, Standard Form 1059, as well as all extra copies which may be used at the time the bill of lading is issued. These forms are to be used only for shipments to be transported at Government expense, that is, in cases where the Government has or takes title to the shipment at the point of origin, such as Government property being shipped between two federal agencies or material purchased f.o.b. plant or factory.

It is most important that all original bills of lading mutilated in preparation or issued in error be marked cancelled in bold letters, and returned promptly to the Northeast Division in Washington, as these forms are negotiable paper and must be accounted for.

Proper routing of freight shipments is a difficult job, and can be accomlished only be a well trained routing and rate clerk. It is impractical to provide men with this training throughout the Region. For the purposes of this Administration, representatives of the Agricultural Adjustment Administration will under no circumstances attempt to route a Government bill of lading, other than to state thereon— "shipment should move over cheapest route to protect the lowest published rate".

The description of the property shipped will be entered on the bill of lading by the contractor, supplier, or shipper, and it will be incumbent upon him to classify the material shipped in accordance with freight classifications in effect at the time on the basis of the cheapest commodity rate. In order to obtain the benefit of the lowest commercial rates, commercial names will be used— corresponding to those shown in the "Consolidated Freight Classification".

The issuing office in preparing a Government bill of lading will note in the heading thereof, along with the appropriation the allotment chargeable, and the State and county code, the request or request numbers of the requisitions covered in that particular shipment.

Upon issuance of a Government bill of lading for moving materials, the issuing officer will forward the bill of lading, together with his request for shipment, Form ACP-66, to the contractor. The contractor will secure a car, load it and seal it--and, when it is ready for surrender to the carrier, will enter on the bill of lading the size of the car ordered, the size of the car furnished, the date furnished, the initials of the car, and the car number in the spaces provided just below the body of the bill, and submit the Government bill of lading and all copies to the carrier's agent for execution in the right-hand block, just above the signature of the issuing officer. Upon execution by the carrier's agent in this block on all copies, the contractor will surrender to the carrier the Shipping Order, Standard Form 1059, and will then make distribution of the remaining copies as outlined above.

The shipment having been placed in the hands of the carrier, it is ready to move, and the shipper will at that time forward directly to the consignee the original or the original and one copy of the bill of lading as the case may be.

The designated consignee on receiving the original of the Government bill of lading is on notice that that shipment, consigned to him, is in movement, and he may determine the date it was shipped from the lower right-hand block just above the signature of the issuing officer, where the agentof the originating carrier signed as accepting the shipment. The consignee at that time should contact the agent of the delivering carrier at the siding destined for delivery, notifying him that he has a shipment of materials consigned to him which left _____ under date of _____, and arrange with the agent to notify him immediately upon arrival of the car. The usual procedure in these cases is for the freight agent to notify the consignee by means of a

postcard. He does not send out this postcard until arrival of the car. Therefore, if the consignee can make arrangements to have the agent call him or determine the approximate date of the arrival of the car and keep in touch with the agent, it is often possible to gain from 1/2 or a full day of extra free time for unloading.

Upon receipt of the original of the Government bill of lading, the consignee should also notify the county office of the date the car was shipped, and that he is in possession of the bill of lading.

When the freight agent notifies the consignee of arrival of the car, the consignee should notify all participating farmers having materials in that car to the effect that it has arrived, the location of the siding, and the time of day, and how many days he will be there to surrender their material to them. In this connection it is imperative that the consignee impress upon these farmers that they get there to pick up their materials within the specified time limit. This time limit is called "free time", and usually is 48 hours. Any time over and above this 48 hours required in unloading the car is called "demurrage", and for each day over the free period a charge is made by the railroad. The Government will not stand demurrage charges and should more than the free time be necessary to unload the shipment, unless the consignee can reach an agreement with the freight agent for an extension of the free period, the responsibility of demurrage will rest entirely on the consignee and the county association.

In this connection it is possible to make arrangements with the delivering carriers for an agreement known as "Average Agreement". An Average Agreement is is agreement under which the Administration receives a credit for all cars released during a given month prior to the expiration of the free time allowed by the carrier for unloading, which credit may offset a debit resulting from failure to release a car within the free time limit during the same month. Regulations covering Average Agreements are contained in the "National Car Demurrage Rules and Charges". Where it is anticipated the number of cars to be handled is sufficient to warrant the belief that the execution of such agreements will result in a saving, county offices should apply to the nearest Division freight agent, or in the absence of a Division freight agent nearby, directly to the freight agent making application for an Average Agreement. These agreements are issued by the nearest treasurer for that carrier, and a station freight agent can take the application--forwarding it to him. If it is possible to go through the Division freight agent, however, the transaction can be handled much more promptly. This device, of course, would be of use only where numerous cars would be likely to arrive at a given destination within a single month. These agreements must be made in the name of the county association only.

Before going to the siding to receive and unload any shipment a consignee should make sure that he has all necessary materials with which to perform this job. Generally speaking, he will need the following: the original of the Government bill of lading; a supply of Standard Form 1060, "Temporary Receipts"; a copy of NER-Office Form 65, a copy of Form ACP-66, ordering the shipment and copies of the related Forms ACP-64; a supply of Form ACP-67 Revised, franked and addressed envelopes to be used in mailing necessary papers to the Washington and county offices.

Preparatory to taking delivery, the consignee should go to the office of the freight agent and notify him that he is ready to take delivery of the shipment. At this time the consignee should obtain from the freight agent the date and number of the railroad way bill, and the date and number of the delivery agent's freight bill.

If it is known that complete unloading of the shipment cannot be effected that day, arrangements should be made with the freight agent to seal the car over night.

The consignee, of course, will be required to identify himself and his right to the shipment, in order that the freight agent may release it to him. This may be done by means of the original bill of lading. The bill of lading, however, should not be surrendered to the freight agent at this time. There have been instances where freight agents have refused to allow the consignee to enter the car without first executing and surrendering the bill of lading. This is an unreasonable request, and the consignee should not comply. Surrender of the bill of lading, the basis on which a charge will be made against the Government for the transportation involved, without first having unloaded and checked the shipment for quantity, weight, condition, and otherwise having determined that the shipment is in order, is impossible. Should, however, a freight agent insist on receiving papers before making the shipment available to the consignee, the consignee may execute Standard Form 1060, "Temporary Receipt", in duplicate, surrendering the original to the freight agent and retaining the copy for himself. Later, on completion of unloading the shipment and carrying out the following instructions, the bill of lading may be surrendered and the "Temporary Receipt", picked up from the agent--and it, together with the copy originally retained by the consignee, destroyed.

Having cleared with the freight agent, the consignee should go to the car and note a record of the car seals before breaking them, include this information on the Form ACP-67 Revised noting the numbers of the seals and whether or not the car moved under shipper's seal or carrier's seal. This is an important step necessary to establish responsibility in case of loss or damage to the shipment. At this point, check the original bill of lading to determine whether or not the shipper has indicated the size of car ordered, the size of car furnished, the date it was furnished, the initials of the car, and the car number. If this information has not been entered by the shipper, the consignee should complete items 2, 4, and 5, which are readily accessible to him.

The consignee may now open the car and check the contents against the bill of lading and his copy of the ACP-66. Check for quantity, weight, condition, loss, overage, and damage. Immediately upon opening the car the consignee should examine the condition of the load. It is assumed that the majority of consignees will have had some previous experience by this time in the handling of carload shipments and they should be in a position through experience to judge whether or not the car was properly packed by the shipper, and whether or not the condition of the load as they find it, if bad, is due to incorrect loading or rough handling in transit. At any rate, the questions pertaining to the condition of the load on the Form ACP-67 Revised should be answered fully, and the benefit of the consignee's opinion rendered to the Washington office through this medium.

The Consolidated Freight Classification, filed with, and approved by the Interstate Commerce Commission, prescribes the following rules:

"Rule 27".

Section 3. Safe Loading and Protection of Freight and Equipment.
"Lading must be securely blocked or braced and when in closed cars must be away from car doors, and weight must be approximately the same on each side of car."

"Rule 30".

Section 1. (b)
"Bulkheads, partitions, temporary doors or door protections, when required to protect or make bulk freight secure for shipment, must be furnished and installed by the shipper and at his expense."

If on opening the car the load is apparently in good condition, the consignee should proceed to disperse the material to the participating farmers as called for on his copy of Form 65 and related Forms ACP-64--and, if the load checks out accurately, he need fill in on Form ACP-67 Revised only those questions asked on the face of the form.

If on opening a car damage or loss is evident, the consignee should before touching the shipment call in the freight agent for an inspection, have him go over the shipment and secure from him a report of the damage or loss, in duplicate if possible, presenting his findings. At this particular point it may be impossible to have the freight agent indicate the exact extent of the loss--but, if loss or damage is evident on opening the car, the freight agent should have this brought to his attention, and then the consignee may tell him that he will proceed with the unloading and let the agent know exactly the extent of theloss when he has completed the unloading. If a freight agent is not available, and to wait for an inspector of the carrier from another town would cause the incurring of demurrage charges, the unloading may be effected after calling in a disinterested party, and securing a certificate of findings by him. This last method is helpful but should not be resorted to if at all possible to arrange for a freight agent or carrier's inspector.

If on opening a car or as the unloading progresses it is discovered that there is an overage, the consignee shall arrange to have it taken by some farmer or farmers who desire the material and whose allowance available for the material will permit them to take the excess material in accordance with the regular procedure for furnishing such materials. The consignee should indicate on the face of Form ACP-67 Revised in the "Remarks" space, that there was an overage of so many bags but that this overage has been absorbed by an adjustment of one or more farmers' allotment, or the inclusion of a new farmer. The Washington office on the strength of this information will make adjustment of the purchase order, paying the supplier for the material.

Should there, however, be an overage of such magnitude that it is out of reason to accept it and try to adjust orders to make use of it, the shipment may be accepted for the amount ordered and the consignee should immediately contact Washington by telephone or wire asking disposition of that amount which cannot be

used. The consignee should also notify the county office as soon as such overage is discovered.

If there is a shortage, and as soon as it becomes apparent, adjustment should be made with some farmer or farmers receiving a consignement in that car, if possible, to reduce his or their orders by the amount of the shortage. In this event the Form ACP-67 Revised should have a statement of the particulars by answering all questions on the reverse thereof, and mention the fact that this shortage was deducted from the consignment in this car of one or more farmers and the county office records adjusted accordingly, making any refund due because of the adjustment if the shipment is not to be transferred to a later shipment. If the shortage is of such magnitude as to handicap greatly the farmer in his practice and it is anticipated that further supplier of material will be required for that locality, his order may be reduced by the amount of the shortage, no refunds made him, and a new Form ACP-64 issued for this amount to make up the shortage which will be requested on a future order. This new ACP-64 should be clearly cross-referenced with the original.

Overages or shortages should be adjusted on each particular shipment as received. No overage received should be applied against future shipments, even though it is known that more cars are due at that same destination. This is necessary for the reason that it may become essential to place the remaining orders against another supplier--and when overages from one shipment are carried over against future shipments considerable difficulty may arise in settling a dispute between two or three suppliers. As a matter of fact, it may be impossible to determine just which was at fault.

Form ACP-67 Revised Receiving & Inspection Report. This form has been revised for the reasons outlined above in order that the Government as the purchaser of this material may have sufficient and correct information on which to justify payment of claims and to insure the receipt of sufficient information on which to base claims in the event of loss, damage, overage, or shortage. It is most important that consignees fill out this form in its entirety as every question is pertinent to the accounting procedure in Washington. If the shipment checks out accurately with the Form ACP-66 and the Government bill of lading, consignees need execute only the face of the form. If, however, there is a loss, damage, or shortage all questions on the reverse of this form must be answered fully and completely, and the affidavit executed by a registered Notary Public or Justice of the Peace. (Here the form should be discussed by the class in detail.)

Execution and Disposition of the Bill of Lading. Having completed unloading, the consignee should make sure that there is entered on the face of the bill of lading a record of the car seals, and whether the car moved under a shipper's seal or carrier's seal. Check also to make sure that there has been entered in the small space just under the body of the bill of lading the size of the car furnished, the initials of the car, and the car number. Execute the section of the bill of lading at the bottom entitled "Consignee's Certificate of Delivery". The consignee should take care to see that the sentence "Delivery service at destination (was, was not) by the Government" is properly accomplished. For the purposes of this Administration delivery will always be by the Government when shipped by Government bill of lading. Show this by striking out "was not".

In the "Consignee's Certificate of Delivery", the second line calling for (actual point of delivery by carrier), care must be exercised to make sure that name of the siding or town filled in here is the correct point of delivery, the place where the car was actually unloaded.

When there is more than one carrier at destination, care must be taken to see that the certificate of delivery will show the name of the carrier from whom the property is actually received. If a shipment is inadvertently receipted for to a wrong carrier, immediate steps will be taken to secure return of the bill of lading for correction of the certificate of delivery and surrender to the proper carrier.

In no case will the minimum carload weight be shown in the Certificate of Delivery, but rather the actual weight received or shown in the body of the bill, less the weight of loss or shortage, if any, and plus the weight of overage, if any.

The date of receipt of shipment should be the date of the day the car is placed for unloading and made available to the consignee, not the date of notice of arrival.

In the event of loss, damage, shortage, or overage, make a complete report of such conditions on the reverse of the bill of lading in the space provided. Be sure to sign above the line designated "consignee". Surrender the original bill of lading to the freight agent, and if it has been necessary to issue a Temporary Receipt, Standard Form 1060, pick this form up at this time and destroy it together with the copy which has been held by the consignee.

If when receipting the original bill of lading the consignee receipts also the memorandum copy, make notations on the bottom of this memorandum copy as to the date the car was made available for unloading, the actual weight received, which will be the same weight reported on the original bill of lading, and mail this memorandum copy to the United States Department of Agriculture, Agricultural Adjustment Administration, Northeast Division, Washington, D. C.

If there was a loss, damage, shortage, or overage which necessitated obtaining from the carrier's agent a "Certificate of Inspection", in duplicate, one copy of this Certificate of Inspection and one copy of the consignee's letter explaining the loss, damage, shortage, or overage should accompany the Form ACP-67 Revised through the State office to Washington.

If, after releasing the bill of lading, ACP-67 Revised and other papers on which there is noted a loss, shortage, damage or overage, it is discovered there was no loss, shortage, damage or overage and that the shipment was actually received in good order and the proper amount, a written report of all details should be addressed to the Washington office immediately.

Unloading the Car. Having opened the car and found the load in apparent good order, the consignee is ready to dispense the material to individual farmers as called for. When a farmer presents himself at the car for his material, the consignee should be shown the applicant's receipted copy of the Form ACP-93, substantiating the fact that the farmer has made his cash advance. This form is not

to be surrendered by the farmer. The consignee should then check that farmer's ACP-64 and deliver to him the amount of material called for thereon. There should then be entered the amount of material obtained by the applicant in the receipt section of Form ACP-64 before the applicant or his representative signs in this section, as a signature in the receipt section without the amount received shown is worthless. The consignee should use a copy of NER-Office Form 65 covering this particular shipment as a tally sheet, and check off the quantity of material delivered to the individual applicants opposite the name of the applicant on NER-Office Form 65. In the event the applicant does not appear in person to receive his material, his representative on showing copy of Form ACP-93 may secure his material for him. In this case the signature in the receipt section of Form ACP-64 should be accomplished as illustrated:

John Doe
By: Henry King, Agent

If when unloading a car the consignee will pay particular attention to the amount of material being taken out, there should be little trouble in securing accurate counts. If, on the other hand, while some farmers are unloading their material, he does not give full attention to such unloading, errors will probably occur. Every bag should be tallied as it is carried through the door, and it is ususally not difficult to recount the bags once they are stacked in the truck. The Washington office has in too many instances been deeply embarrassed as the result of mistakes on the part of consignees in counting bags during unloading of cars. Forms ACP-67 have been received indicating a shortage of two or three bags. Washington has suspended this amount from the supplier's invoice and also suspended the weight of this shortage from the carrier's invoice. Later the Washington office has received NER-Office Form 65 indicating that all applicants received their full amounts and the total of these amounts equals the total of the amount originally ordered. Over and above the embarrassment of having to go back again and adjust accounts with the suppliers and carriers, considerable expense is entailed in the handling of such cases through the Administrative Offices of the Northeast Division, the Accounting Offices of the Agricultural Adjustment Administration, and the General Accounting Office. The importance of accuracy on the part of consignees, therefore, cannot be over emphasized.

Temporary Receipt and Certificate in lieu of Lost Bill of Lading. In the event the bill of lading has not been received by the consignee at the time notice of arrival is given by the carrier, surrender of the car may be accomplished by furnishing the agent of the carrier a Temporary Receipt, Standard Form 1060, for property actually received. The Washington office should be notified immediately that shipment covered by request number_____has been received, but that the original bill of lading has not. The Washington office will then instigate a tracer in an attempt to find the lost bill of lading. If the bill of lading cannot be found in a reasonable time, the Washington office will issue certificate in lieu thereof if the original bill of lading was issued in Washington, or will notify the State office to issue certificate in lieu of lost bill of lading, if the original bill of lading was issued in the State office. This certificate in lieu will then be routed through the same channels as the original bill of lading--and on receipt of the original copy by the consignee he will execute the consignee's certificate of delivery and surrender this to the delivering carrier's agent, picking up the Temporary Receipt and destroying it. Should the original bill of lading be located after notifying

Washington to instigate a tracer, Washington should be advised of this fact immediately that the tracer may be suspended. If, however, the original bill of lading is located, after issuance of certificate in lieu of lost bill of lading, the bill of lading should not be executed but a notation made on the face to the effect that certificate in lieu has been issued, and forwarded to the Washington office with a letter of explanation.

If no part of a shipment is received at its destination and the consignee has checked back through the State office, and it has been determined that the shipment was lost, the local agent of the last carrier will be notified in writing--and the original unaccomplished Government bill of lading, with a letter of explanation and a copy of the notice to the freight agent, will be forwarded to the Washington office.

Reconsignment and Diversion. A shipment may be reconsigned or diverted to a new consignee or another destination when the shipment is still in transit--or, having arrived at destination, the shipment has not yet been removed from the carrier's possession.

Carrier's allow 24 hours free time in which to accomplish a reconsignment or diversion and action must therefore be taken promptly in order to avoid demurrage or storage charges.

If it becomes necessary because of error or other circumstances to divert a shipment from one destination to another, written instructions directing the reconsignment or diversion must be given the proper agent of the carrier who has physical charge of the shipment at the time. The Washington office or a State office, as the case may be, directing a reconsignment or diversion of a shipment will communicate with the original consignee and secure the original bill of lading, and note on the original bill of lading the following: "This shipment reconsigned to_____on this bill of lading. No other bill of lading issued to cover haul from_____to_____. Authority for reconsigning. (Signed)_____."

The original bill of lading endorsed as required above should then be forwarded at once to the new consignee at the new destination.

In the event a reconsignment or diversion is instigated by a State office, a full report of the transaction in writing should be made at once to the Washington office.

Conversion of Commercial Bills of Lading. When shipments are received on commercial freight or express bills of lading and the transportation therefore, is properly chargeable to the public funds, proper representatives of the Agricultural Adjustment Administration will convert such commercial bill of lading by attaching the original commercial bill of lading, or the original express receipt, to a serially numbered Standard Form 1058, "Government Bill of Lading"--(original), on which certificate of receipt will then be accomplished, and memorandum copies thereof, distributed as herein before provided for under the heading "Issuing Government Bills of Lading". Mark in the body of the bill of lading and all copies, "Converted Commercial Bill of Lading", or "Converted Express Shipment".

It is congruous to mention here that most of our contracts for materials carry a discount for prompt payment of vouchers. These periods are in some instances as short as ten days. Government regulations regarding discounts are very stringent, even to the point of requiring the placement of individual responsibility--and, if lost without good reason, charging that individual personally for the amount lost. The Administrative Section in Washington has in the past been able to write detailed explanations for the reasons for lost discounts and so far has been able to prevent charging these losses back to individuals. How long this can be maintained is questionable. It is, therefore, felt that consignees, and county and State offices should take every precaution to see that all papers necessary to the payment of vouchers for the furnishing of materials are handled through to Washington in the least possible time. This is true even though it is known that the contract under which the materials was bought provides for rather long discount terms, such as 20 and 30 days, for there are periods of peak loads frequently during the year when the Washington staff has enormous numbers of vouchers to be cleared. Any additional time which may be gained by prompt handling of papers in the field will greatly alleviate congestion in the Washington Administrative and Accounting Offices.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division.

There is attached an appendix which interprets from a legal standpoint procedures for placement of liability with respect to the carrier and the shipper in situations surrounding the shipping of conservation materials.

This is not the responsibility of the consignee but a matter for determination in the course of the audit and settlement of the accounts in Washington. It is felt, however, that an understanding of the Solicitor's opinion in this respect will help consignees to appreciate the need for prompt and complete information being sent Washington upon receipt of shipments.

MEMORANDUM FOR MR. MASTIN G. WHITE,
Solicitor.

Dear Mr. White:

The Agricultural Adjustment Administration has had trouble recently in the matter of shortages on freight shipments, especially in shipments of fertilizers purchased in connection with the Agricultural Conservation Program. These materials are shipped on Government Bills of Lading, f.o.b. point of origin, with inspection at destination. Many of these shipments are loaded at places remote from the nearest freight agent and most of the Bills of Lading carry the notation "Shipper's Weight, Load and Count." It is our understanding that in such cases the carrier is absolved from liability in case of shortage or damage when the shortage or damage is the result of improper or negligent

loading by the shipper. However, since several problems present themselves in this connection, your opinion is requested on the following questions.

1. Where "Shipper's Weight, Load and Count" appears on a Government Bill of Lading, and a shortage or damage has occurred as a result of the materials having been loaded in a car obviously not in good condition, does the shipper's acceptance of such car for loading relieve the carrier from liability? In other words, should value of damage or shortage be collected from the shipper or from the carrier?

2. Where "Shipper's Weight, Load and Count" appears on a Government Bill of Lading, in a shipment of packaged or bagged goods, is it the duty of the carrier to inspect and see that such packages or bags are properly loaded to prevent possible damage or loss in transit? If not, where facts indicate loss due to careless loading, is it permissible to collect from shipper?

3. Where the cause of the shortage or damage on shipments moved on Government Bills of Lading, carrying the notation "Shipper's Weight, Load and Count", is not known, is it proper to collect the damages from the shipper, or should payment be withheld from both shipper and carrier pending determination of responsibility? In the event your answer is to the effect that payment should be withheld from both, what would result in the event that the contractor offers a discount for payment within a certain specified time?

4. In the event a collection has been made from the shipper where the conditions were as described in question (3), and it is subsequently determined that the fault causing the shortage or damage was that of the carrier, should the administration refund the amount collected to the shipper and then collect from the carrier, or is the shipper's claim against the carrier?

5. The same question is asked when the conditions mentioned in question (4) are reversed.

6. Are the answers to any of the above questions altered when the shipper instead of the carrier is permitted to place the seal on the freight car?

7. Where "Shipper's Weight, Load and Count" does not appear on the Bill of Lading, and there is a shortage or damage at destination, are there any circumstances where it would be proper to collect damages from the shipper?

Very truly yours,

J. H. Walsh,
In Charge, Division of Fiscal Management

TS/Js/vm

MEMORANDUM FOR MR. R. M. EVANS,
Administrator, Agricultural Adjustment Administration.

Dear Mr. Evans:

In your memorandum dated June 28, 1940, you stated that the Agricultural Adjustment Administration has recently experienced shortages on freight shipments, especially the shipments of fertilizer purchased in connection with the Agricultural Conservation Program. It appears from your statement that the shipments were made on Government bills of lading, and that the contracts of purchase of these materials required delivery f.o.b. point of origin, with inspection at destination. You stated that many of such shipments are loaded at places remote from the nearest freight agent, and that most of the bills of lading carry a notation "Shipper's weight, load, and count". You inquired as to the respective liability of the carrier and the shipper in several situations which have developed under these circumstances.

It would seem, from your statement of the problem, that the materials were purchased by the United States under contracts which required the delivery of the materials to the United States f.o.b. railroad cars at the point of origin. These contracts apparently contemplated the transfer of title to the materials to the United States upon the loading thereof at that point. Under such circumstances, so far as the carrier was concerned, the United States and not the vendor to the Government was the shipper. The vendor, whether or not he order the cars which were to be loaded, was merely the agent of the United States with respect to the contracts of shipment. Furthermore, the provisions of the purchase contracts relating to inspection at destination did not prevent the passing of title to the United States at the point of origin if it was the intention of the parties to transfer title at that point. Louisville & Nashville Railroad Company v. United States, (1925) 267 U. S. 395; Illinois Central Railroad Company v. United States, (1924) 265 U. S. 209. It is difficult to give a definite answer to your inquiries without knowledge of all the facts surrounding each situation. Therefore, your inquiries will be answered on the basis of the facts available and on the assumption that it was the intention of the United States and its vendor to transfer title to the materials at the point of origin, so that the shipments might be made on Government bills of lading. We also will assume that all shipments involved were shipments in interstate commerce. As such, the shipments were subject to the provisions of the Interstate Commerce Act, 49 U.S.C. 1 et seq., and to the Act of August 29, 1916, 39 Stat. 538, as amended, relating to bills of lading issued by common carriers for the transportation of goods in interstate commerce.

Your first inquiry was as to whether the fact that the materials were loaded in cars obviously not in good condition relieved the carrier from liability for shortage or damage, if such shipments were made under Government bills of lading carrying a notation "Shipper's weight, load, and count". When goods received by a carrier in good condition are not delivered, in whole or in part, or are delivered in a damaged condition, the law imposes on the carrier a presumption of negligence. A prima facie case of liability is made out against the carrier by the establishment of the fact that the goods were received in good condition and were not delivered, or were delivered in a damaged condition. The only defenses

which are allowed to the carrier are that the damage was due to an act of God, the military forces of an enemy, an inherent quality of the goods shipped, or the fault of the shipper.

It is the statutory duty of a carrier subject to the jurisdiction of the Interstate Commerce Act to furnish, at the request of the shipper, cars which will provide for the safe transportation of commodities accepted by the carrier for shipment. This duty is not an absolute duty, however, for, under section 1 (11) of the act the carrier may prescribe reasonable rules and regulations governing the furnishing of cars and their preparation for shipment. The carrier's duty also may be modified, within existing tariffs, by the contract of shipment. In the absence of any provision in the carrier's tariff or in the contract of shipment, it is our opinion that the mere fact of loading a car which is obviously out of condition does not necessarily preclude recovery against the carrier by the shipper. Johnson v. Payne, (1922) 109 Neb. 531, 191 N.W. 696; Schoker v. Lusk, (Mo. A 1916) 190 S.W. 96; Bonfigilio v. New York, New Haven & Hartford Railroad Company, (1935) 292 Mass. 287, 198 N. E., 236; Green v. American Railway Express Company, (Mo. A. 1934) 34 S.W. (2d) 1036; Southwestern Railroad Company v. Davies, (Ga. 1936) 186 S. E. 899. In the Bonfigilio case, supra, the shipper asked for a ventilator car for the shipment of watermelons. Cars were furnished which had a ventilator in each end and open side doors, the space between the doorways being covered with wire netting. The car permitted the entrance of cinders and dust which damaged the watermelons in shipment. While it was customary to ship watermelons in such cars, there was evidence that other types of cars might have been used. The court held that there was a justifiable inference that the carrier, whose business was railroad transportation, had knowledge of any perils to which the goods, when shipped in the cars which it provided, would ordinarily be subjected. If the carrier had such knowledge and the shipper did not, it could not be said that the shipper, as a matter of law, made the selection of cars relying on his own judgment and not on the duty owed by the carrier. In the Green case, supra, the carrier furnished a car for the transportation of horses. The car had three doors on each side which, when open, were not readily visible. The shipper loaded the car, closed the door, and then discovered that a window in one of the doors was broken. He notified the representative of the carrier supervising the loading of the car of the damaged condition. This representative took no steps to correct the defect or to furnish a car which was in good condition. The carrier was held liable for damages resulting when some of the horses so shipped suffered colds from exposure occasioned by the open window. The shipper was found not be at fault under these circumstances. It appears from the cases cited above that, if the carrier furnishes a car which is obviously defective, or in such a condition or of such a type that the shipper could reasonably anticipate that the shipment could not be made safely in such car, the shipper should notify the carrier of such fact in order to charge the carrier with the sole fault for damage which may result. The shipper's failure so to notify the carrier may be found to be negligence or contributory negligence on his part, which will constitute a defense to a claim against the carrier.

Under the facts reported in your inquiry, it appears that, in many instances, the carrier's agent was not present when the car was loaded, and that the statement "Shipper's weight, load, and count" truthfully represents that the cars were actually loaded by the shipper. The act relating to bills of lading

covering interstate shipments of goods provides that, when goods are loaded by a carrier, such carrier shall count the packages of goods, if packaged freight, and ascertain the kind and quantity, if bulk freight, and shall not, in such cases, insert in the bill of lading "Shipper's weight, load, and count", or other similar words. Under such circumstances, if so inserted, such words are to be treated as if not inserted. However, if packaged freight or bulk freight is loaded by the shipper, and the goods shipped are described in the bill of lading merely by the statement of the amounts or labels upon the packages, or by a statement that the goods are said to be of a certain kind or quantity or in a certain condition, such statements, if true, shall not make the carrier liable, although the goods are not of the kind, quantity, or condition indicated. By inserting the words "Shipper's weight, load, and count", if such statements are true, the carrier is not liable for damages caused by improper loading or by the non-receipt or misdescription of the goods described in the bill of lading. However, when the shipper of bulk freight maintains adequate weighing facilities and the same are available to the carrier, upon written request from the shipper, the carrier is obligated to ascertain the kind and quantity of bulk freight shipped. See Leigh Ellis & Company v. Payne, (1921) 274 Fed. 443. Your first inquiry assumes damage to the goods directly traceable to the condition of the car at the time it was loaded. If it is found that the shipper improperly used such car, the carrier would be exempt, under the bill of lading act, for damages caused by improper loading where goods were loaded by the shipper and the bill of lading specified "Shipper's weight, load, and count".

In view of the provisions of the bill of lading act, there appears to be no obligation on the carrier to inspect a shipment of packaged or bagged goods to see that they are properly loaded, or to prevent possible loss or damage in transit, when the goods are, in fact, loaded by the shipper and are shipped under a bill of lading specifying "Shipper's weight, load, and count". South Carolina Asparagus Growers Ass'n. v. Southern Railway Co., 46 F. (2d) 452. The answer to the first part of your second inquiry is, therefore, in the negative.

Under such circumstances, where the facts indicate that the loss was due to careless loading, it appears that the United States has a claim against its vendor. If the shipments involved were made by the vendor under contracts passing the title to the United States at the destination, the United States might elect to reject the shipment received in damaged condition, or to accept it in such condition and charge the shipper with the difference in value of the goods as received and the contract price. Under the circumstances described, it appears that the damage to the goods occurred after title to the goods was acquired by the United States. However, the United States, under such contracts of purchase, retained the right of inspection at destination. It is our opinion that this right of inspection reserved to the United States the right to reject any shipment which arrives in a damaged condition. This is particularly true if the damage was directly traceable to the fault of the vendor in loading the car for shipment. It further appears that the United States may accept the goods in damaged condition and charge the damage to the party responsible therefor.

In reply to the first part of your third inquiry, relating to circumstances where the cause of the damage is not known, it is incumbent upon the United States, as the real shipper, to establish the receipt of the freight described in the bill of lading by the carrier in good condition. Even where shipment is made under a bill of lading containing the notation "Shipper's weight, load, and count", the carrier is responsible for any damage caused to the goods actually received by it in good condition. Lehigh Valley Railroad Company v. State of Russia, (1927) 21 F. (2d) 396; Perkel v. Pennsylvania Railroad Company, (1933) 148 Misc. 284, 265 N. Y. S. 597; but see Leonard v. Pennsylvania Railroad Company, (1936) 15 F. Supp. 55. The duty of establishing the fact that the goods described in the bill of lading were actually received by the carrier in good condition, when shipped under such circumstances, rests upon the shipper. Dwinnel v. Duluth S. S. & A. R. Co., (1928) 242Mich. 357, 218 N. W. 649. Inasmuch as the vendor may be held responsible for its negligent loading of the car, it should not be difficult to secure evidence as to whether the goods were actually received by the carrier in good condition. It would seem proper to withhold payment from both the carrier and the vendor until sufficient evidence on this subject has been secured.

Payment should be withheld from the vendor until the Government has had a reasonable opportunity to inspect the goods. The cash discount will not be waived if payment is made immediately thereafter, even if the stated time has expired, unless the contract contains a provision to the contrary. 14 Comp. Gen. 721. In reply to the second part of your third inquiry, subject to the statements above, we believe that, in the event that payment is withheld pending ascertainment of responsibility for the damage, the United States would probably not be entitled to the contract discount for payment within a specified time, if payment was not made within that time. However, with the consent of the vendor, the shipment might be accepted in its damaged condition, and the contractor paid within the specified time on the basis of the goods as received, the balance of the contract price to be forthcoming upon the determination that the vendor is not responsible for the damage.

In answer to your fourth inquiry, since it appears that the United States is the shipper, so far as the carrier is concerned, it alone has a claim against the carrier for any damage chargeable to the carrier. Therefore, if collection has been made from the vendor, or if payment has been withheld pending the determination of liability, such amount should be released to the vendor and a claim made against the carrier by the United States.

Your fifth inquiry related to circumstances under which the carrier has been required to pay for the damage to the goods, and it is subsequently determined that the vendor was responsible for the damage. In such case, the United States should pay the carrier in full and make a claim against the vendor. The carrier has no claim against the vendor.

Your sixth inquiry related to the effect of the fact that the cars were sealed by the shipper instead of the carrier. That fact does not, in itself, change the answers to any of the questions above. Lehigh Valley Railroad Company

v. State of Russia, supra. But that fact may be accepted as evidence that the notation "Shipper's weight, load, and count" is a true statement that the shipper loaded the car, and, taken with the fact that the seal remained intact until delivery, it would be strong evidence that the damage was not due to the negligence of the carrier, but that the damage resulted from the failure properly to load the car or from a shortage in loading.

Your seventh inquiry involved the propriety of collecting from the shipper for damage to goods shipped under a bill of lading which does not specify "Shipper's weight, load, and count". If it is established that the shortage or damage was due to the fault of the shipper, even though the bill of lading does not contain the notation "Shipper's weight, load, and count", the carrier has a good defense to any action brought against it. Under such circumstances the United States has a valid claim against the vendor of the goods negligently loaded by such vendor. If, however, the carrier loaded the goods, which were shipped under a bill of lading without the provision "Shipper's weight, load, and count", it is incumbent upon the carrier to prove that the shortage or damage was due to the fault of the shipper, to an act of God, a public enemy, or the inherent quality of the goods. The shipper will probably not be responsible for any damage due to his actions, since he did not load the car, nor could he be held accountable for damage due to an act of God, or a public enemy. He might be held liable for damage due to the inherent quality of the goods, if the quality was not in accordance with the specifications of the purchase contract.

Upon your request and a submission of the complete facts concerning any of these shipments, we shall be pleased to give further consideration to the respective liability of the shipper and the carrier.

Very truly yours,

Solicitor.

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NER-517 Issued December 17, 1940

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COUNTY COMMITTEE PROCEDURE FOR DETERMINING 1941 FARM ACREAGE ALLOTMENTS, USUAL ACREAGES, PROGRAM YIELDS AND SOIL-BUILDING ALLOWANCES

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SECTION I. GENERAL

A. Contents of Bulletins.

The instructions contained in this bulletin relate to the general procedure to be followed by county committees in determining 1941 farm acreage allotments and program yields, and in contacting farmers with respect to such allotments and yields, together with soil-building and other program allowances for farms, as provided under the 1941 Agricultural Conservation Program.

Instructions for listing basic data and determining allotments for each individual commodity are contained in the following bulletins:

NER-517-P - Instructions for Determining Potato Acreage Allotments and Program Yields

NER-517-T - Instructions for Determining Tobacco Acreage Allotments and Program Yields

NER-517-V - Instructions for Determining Commercial Vegetable Acreage Allotments

NER-517-C - Instructions for Determining Corn Acreage Allotments, Usual Acreages, and Program Yields

B. Use of 1941 Forms.

Forms provided for use and referred to in these instructions are:

NED-24 - "Commodity Form - 194-." This form is hereinafter referred to as "NED-24." A new NED-24 should be inserted in the binder on top of each NER-413 so that column (7) of NED-24 falls directly over column (7) of NER-413, leaving column (6) of NER-413 exposed, as well as columns (3), (4), and (5) of NER-313, and columns (1) and (2) of NER-312. See NER-517-P, NER-517-T, NER-517-V, and NER-517-C for instructions with respect to entries to be made on NED-24 in connection with the determinations of potato, tobacco, commercial vegetable, and corn acreage allotments.

County committees may, with the approval of, or at the request of, the State committee, relist the data contained on NER-313 or NER-413. However, the Regional office does not believe it to be a good investment of county office's time and money to relist 1936 and 1937 historical acreages, since this data, as such, will have but little bearing on the 1941 farm acreage allotments.

Farm Notice for Nonallotment Farms. This form will be prepared in accordance with instructions contained herein for each farm for which acreage data are available and for which a 1941 acreage allotment is not required to be determined.

Farm Notice for Allotment Farms: This form will be prepared in accordance with instructions contained herein for each farm for which acreage data are available and for which a 1941 acreage allotment (including wheat) is required to be determined.

NED-32 - "Allotment Plus and Minus Tally Sheet." This form will be used in accordance with the instructions contained herein for recording the effect on the county allotment of changes made in farm allotments after the State office audit.

NED-33 - "Record of Adjustments in Acreage Allotments, Usual Acreages, and Yields." This form, hereinafter referred to as "Record of Adjustments," will be prepared in accordance with instructions contained herein in all cases where an appeal is filed by a producer and in all other cases where the county committee makes an adjustment or revision in an acreage allotment or yield for the farm.

NED-34 - "Allotment Check Sheet." This form will be submitted to the State office in accordance with instructions contained herein, and will show the acreage allotment and yield determined for each allotment farm.

C. Rule of Fractions.

All acreage figures, including 1941 acreage allotments and usual acreages, will be expressed to the nearest tenth of an acre. Yields will be expressed to the nearest whole pound or bushel, except for wheat. Percentage figures, such as factors used in making pro-rata adjustments in allotments or yields, will, unless otherwise specified, be expressed to the nearest tenth of one percent.

Computations will be carried to two decimal places beyond the number of decimal places required in the result and rounded to the desired number of places. The two digits beyond the number of places required will be dropped if they amount to 50 or less, and will be counted as 1 and added to the next decimal place to the left if they amount to 51 or more. For example:

1. 24.750 acres would become 24.7, and 24.751 acres would become 24.8.

2. 1475.50 pounds would become 1475., and 1475.51 pounds would become 1476.

3. 250.50 bushels of potatoes would become 250., and 250.51 bushels of potatoes would become 251.

4. 87.450 percent would become 87.4% and 87.451 percent would become 87.5%

SECTION II. DETERMINATION OF FARM UNIT

A. Allotments to Cover Land Constituting a Farm.

Care should be exercised to make certain that under the 1941 Program acreage allotments are determined only for tracts of land which constitute a farm as defined in Regional Bulletin NER-500. A farm is defined under the 1941 Agricultural Conservation Program as follows:

> "Farm means all adjacent or nearby farm land under the same ownership which is operated by one person, including also:
>
> (1) Any other adjacent or nearby farm land which the county committee, in accordance with instructions issued by the Agricultural Adjustment Administration, determines is operated by the same person as part of the same unit with respect to the rotation of crops and with workstock, farm machinery, and labor substantially separate from that for any other land; and
>
> (2) Any field-rented tract (whether operated by the same or another person) which, together with any other land included in the farm, constitutes a unit with respect to the rotation of crops.
>
> "A farm shall be regarded as located in the county or administrative area, as the case may be, in which the principal dwelling is situated, or if there is no dwelling thereon it shall be regarded as located in the county or administrative area, as the case may be, in which the major portion of the farm is located."

B. Interpretation of "Farm" Definition.

It is the responsibility of the county committee to determine the area of land constituting a farm. The determination of the county committee is not dependent upon the request, consent, or agreement of the persons interested in the land.

C. Reconstituted Farms.

For all farms which in 1941 contain cropland different from that which they contained in 1940, it will be necessary to redetermine certain of the acreage history of each allotment crop on the land included in such farm. In order to obtain these data for 1941 farms, it will be necessary to split or combine data for farms as they were identified in 1940 and as they now appear on NER-312, NER-313, and NER-413.

In some cases, it may be known prior to the determination of 1941 allotments that the identity of the farm is not the same as in 1940. In most cases, however, the identity of the land to be included in 1941 farms will

not be known until after farm contacts are made. In either case it will be necessary before final allotments can be determined to revise the acreage history of allotment crops as now shown on NER-413 for 1939 and on NED-24 for 1940. 1936, 1937 and 1938 acreage histories need not be adjusted unless it is so desired by a county or State committee. The total 1936, 1937, and 1938 acreage for all farms on the listing sheet should, however, be correct.

It is suggested that all farmers be notified by committeemen that, if for any reason they change their farming unit for 1941 after the date upon which all 1941 allotments become final, they should find out from the committee, in advance of planting time, whether or not their proposed farming unit would be considered a farm as defined under the 1941 Program. Farmers should also be notified that if they do not notify the county committee of such changes prior to planting time it is possible that their 1941 plantings will not be in compliance with applicable acreage allotments if they rent land with allotments without prior knowledge that such rented land may be combined with other land in accordance with the definition of a farm under the 1941 Program.

1. Splitting Farms. If all of the land included in a farm in 1940 on which there is an allotment crop history becomes a part of another farm in 1941, the acreage shall be transferred by revising the figures for each farm, one up and the other down, in the same amount in column (6) of NER-413 and columns (7), (8), and (9) of NED-24. Such revisions will be made by crossing out the old figures and entering the new ones above.

If the farm as constituted in 1940 is split and becomes two or more separate and distinct farms in 1941, the acreage data for each of the reconstituted farms will be obtained by:

a. Adding the allotment crop history for the years 1939 and 1940 on each part of the original farm, if such history can be readily determined; or

b. (1) Expressing as a ratio the result obtained by dividing the cropland adapted to the allotment crop for each reconstituted farm by the cropland adapted to the allotment crop for the entire 1940 farm; and

(2) Determining each allotment crop history for each of the reconstituted farms by multiplying the respective history acreage of the 1940 farm by the ratio obtained above.

One of the reconstituted farms should retain the same farm number as the old farm, and the second should be given a new number and added to the listing of farms in the community.

2. Combination of Farms. If two or more tracts which in 1940 constituted separate farms are in 1941 combined into one farm, the acreage history for the years 1939 and 1940 should be brought together and listed for the 1941 reconstituted farm as one figure. Original figures in columns

(6) and (7) for the 1940 farms combined in 1941 should be lined through but not erased.

The farm number of one of the 1940 farms should be retained for the reconstituted 1941 farm.

3. New Farms. In case farms enter the program in 1941 for which no previous record is available and which are not listed on NER-312, NER-313, or NER-413, each such farm should be given the next higher available number and entered on NER-312, NER-313, NER-413, and NED-24 at the end of the proper community listing. Acreage history of cropland and allotment crops should be obtained wherever possible for such farms. If pertinent acreage for any year 1936 through 1939 is not available, enter a dash in the proper column. If for any year any such acreage was zero, enter a zero in the proper column. A record of all annual acreage figures should also be maintained in the farm folder file.

SECTION III. TRANSMITTAL OF LISTING SHEETS TO STATE OFFICE

A. Preparation of NER-313, NER-413, and NED-24.

All forms NER-313, NER-413, and NED-24 will be forwarded to the State office for audit as soon as all acreage allotments, usual acreages, and yields have been determined by the county committee, but not later than January 31, 1941. Forms NER-313, NER-413, and NED-24 shall, when transmitted to the State office, be complete with respect to the entries in all columns except columns (15), (16) and (20) of NED-24. There shall be shown in column (6) of NER-413 and in column (7) of NED-24 for each farm listed the actual annual acreage of each commodity for which allotments are determined. If for any year from 1936 through 1940 the acreage of the crop on the farm is not known, enter a dash in place of an acreage figure for such year. If the acreage of the crop in any one of such years is known to be zero, enter a zero.

Enter the farm serial number for each farm in column (22) of NER-313, column (20) of NER-413, and column (21) of NED-24. Be sure that a sheet number is shown on each NER-312 and that the same sheet number is shown on each corresponding copy of NER-313, NER-413, and NED-24 in order that the sheets may be readily re-inserted in their proper places upon return from the State office.

Listing on NER-312, NER-313, NER-413, and NED-24 may be made by towns, communities, or counties, the particular method to be prescribed by the State office. If the listing is made by towns or communities, be certain that the name of the town or community is entered on each related listing form.

B. Correction of NER-313, NER-413, and NED-24.

When the listing sheets are returned by the State office, care should be exercised to make certain that all corrections as directed by the State office in connection with the Allotment Audit Report (NER-526) are

made in red ink. The district agent of the State committee will examine such entries to ascertain that they have been properly made prior to the preparation of the farm notices.

C. Preparation of Allotment Check Sheet (NED-34).

As soon as final adjustments in individual allotments are made (not later than June 1, 1941), NED-34 (Allotment Check Sheet) will be prepared in the following manner and forwarded to the State office:

1. Number of Copies and Disposition. One set, including an original and three copies, of NED-34 will be prepared in all cases. Unless otherwise directed by the State office, the original and two copies will be forwarded to the State office, and the last (yellow) copy will be retained in the county office.

2. Method of Preparation. NED-34 should be prepared with a typewriter, but may be prepared with indelible pencil if so authorized by the State office. Whichever of the following two methods is authorized by the State committee will be used in listing data on NED-34:

In counties in which two or more different allotments are determined for any considerable number of farms, the following method is recommended:

a. (1) In the space above each group of three columns, enter the names of the commodities for which allotments are determined in the county.

(2) Enter in column (1) the serial numbers of all farms for which allotments or usual acreages are determined.

(3) Make no entries in columns (4), (7), (10), and (13).

(4) Enter in columns (2), (5), (8), (11), and (14) the acreage allotment determined for each farm listed in column (1). This entry should be obtained from column (16) of NED-24 (Approved Allotment).

(5) Enter in columns (3), (6), (9), (12), and (15) for each farm the approved program yield of each commodity for which an allotment is determined. This entry should be obtained from column (19) of NED-24 (Approved Yield), or from column (20) of NED-24 if there is an entry in such column.

In counties in which only one allotment is determined for a majority of the farms, the following method is recommended:

b. (1) Prepare a separate NED-34 for each commodity for

which allotments are determined and enter the name of such commodity in the space above columns (7), (8), and (9).

(2) Enter in columns (1), (4), (7), (10), and (13) the farm serial numbers of all farms for which allotments for the specified commodity are determined.

(3) Enter in columns (2) and (3), respectively, the approved allotment and approved program yield as determined for each farm, the serial number of which is shown in column (1).

(4) In the same manner, list the allotment and yield for all farms, the serial numbers of which are shown in columns (4), (7), (10), and (13).

Regardless of which of the two methods outlined above is used, the serial numbers of all allotment farms should be listed in numerical order unless a method other than numerical is authorized by the State office.

The allotment and yield for each farm should be entered in the lower of the two spaces provided, with the upper space reserved for any subsequent revisions which may be made.

SECTION IV. COMMERCIAL ORCHARDS AND MULTIPLE CROPPING

A. Multiple Cropping.

In connection with determining allotments under the 1941 Program for farms on which two or more different allotment crops are grown consecutively on the same land, such as potatoes followed by commercial vegetables, it will be necessary to determine an allotment for each such crop and the acreage of each crop planted in 1941 will be counted in determining performance in 1941. However, in cases where there is double cropping of a single allotment crop on the same land, such as commercial vegetables followed by commercial vegetables, or potatoes followed by potatoes, the land will be counted only once for purposes of setting allotments, as well as in determining performance in 1941.

B. Sum of Acreage Allotments.

The sum of the acreage allotments determined for a farm in 1941 shall not exceed the total acreage of cropland on the farm, except (1) in those cases where two or more different allotments are determined for the same land in cases of multiple cropping as indicated in A above, and (2) in those cases where all or a portion of the crops for which the acreage allotments are determined is normally interplanted in commercial orchards.

SECTION V. PREPARATION OF NOTICES TO FARMERS

A. Number of Copies and Distribution.

Both the notice for nonallotment farms and the notice for allotment farms are furnished in Rediform sets with carbons inserted and with the approved soil-building practices for the State attached. The entire form may be inserted in a typewriter and prepared without detaching any of the pages.

At least two typed copies of each notice will be prepared, one copy of each farm notice to be mailed to the farm operator and the other given to the community committeeman for use in contacting his farmers. The pencil copy, if one is prepared, and, if not, the third typed copy, will be retained as an office copy, pending the return of one typed notice by the community committeeman after farm contacts.

B. Entries by County Office on Nonallotment Farm Notices.

All entries on this form should be obtained from the 1940 Report of Performance (NER-422 or NER-423).

1. Enter in the upper right-hand corner, in the space provided, the State and county code number and the farm serial number.

2. Enter the name and address of the farm operator as shown in section I of NER-422 or NER-423, and the date the notice is to be mailed in the spaces provided.

3. Soil-Building Allowance.

a. Cropland for Payment. Enter here the total cropland for the farm, in counties using aerial photographs in 1940, as shown on line 18, column (C), section X, of NER-422, or, for counties not using aerial photographs, the sum of entries in columns (A) and (C) on line 18, section X, of NER-422; or the entry on line 18, column (B), section VII, of NER-423.

b. Pasture for Payment. Enter here the acres of fenced noncrop open pasture in excess of one-half the cropland on the farm. The acreage figure for fenced noncrop open pasture used in this computation should be taken from line 21, column (A) or (C), section X, of NER-422; or line 20, column (B), section VII, of NER-423.

c. Commercial Orchards. Enter here the acreage in planted fruit trees, nut trees, vineyards, hops, or bush fruit on the farm in 1940 (excluding non-bearing orchards and vineyards) from which the major production is normally sold. This entry should be taken from line 19, column (A) or (C), section X, of NER-422; or the entry on line 19, column (B), section VII, of NER-423.

d. Soil-Building Allowance. Enter here the total of the dollar entries in each of the three items above which were determined by multiplying the acreage entries indicated above and as entered on the form by the per acre rates shown at the beginning of each item. If such total is less than $20.00, "20.00" will be entered rather than the total.

4. Conservation Materials Allowance. Enter in the space provided the maximum value of the conservation materials (excluding forest trees) which the farm is eligible to request. This will be the total of the soil-building allowance shown above, plus the small payment increase thereon. Delete from the statement with reference to conservation materials the words "liming material" or "superphosphate" if either of such materials is not offered in the county.

5. Acreage Limit of Wheat. In counties in which wheat acreage allotments or usual acreages are determined, enter for nonallotment farms, in the space provided, the acreage of wheat which may be harvested on the farm in 1941 without deduction. This entry will be the usual acreage of wheat determined for the farm as shown in column (13) of NER-513-W, or 10 acres, whichever is larger.

6. Address of Association and Signature of Committeeman. In the space provided for the address of the association, stamp or type (or use a combination of both if a partial stamp is available) the name and address of the county association. If desired, the names of all three county committeemen may be stamped or signed in the space provided for the written or stamped signature of a member of the county committee. In any event, a written or stamped (facsimile) signature of at least one county committeeman is required.

7. Location of Farm. The information necessary to complete the part dealing with the location and makeup of the farm may be obtained from section III of NER-422 or section III of NER-423. This item is necessary, not only as a guide to the community committeeman in locating the farm readily, but to permit the community committee to note thereon any error in the directions which are at present on file in the county office.

C. Entries by County Office on Allotment Farm Notices.

In preparing allotment farm notices, a check (✓) mark will be made in the margin next to column (21) on NED-24 for each allotment farm as the data for the farm are recorded on the notice to make sure that such data are not omitted from the notice and that farm operators are notified of their 1941 allotments. All entries on this form should be obtained from the 1940 Report of Performance (NER-422) or from NED-24.

1. Enter in the upper right-hand corner, in the space provided, the State and county code number and the farm serial number.

2. Enter the name and address of the farm operator, as shown

in section I of NER-422, and the date the notice is to be mailed in the spaces provided.

3. Soil-Building Allowance.

a. Cropland for Payment. Enter here the total cropland for the farm minus the sum of the 1941 potato, tobacco, wheat, and corn acreage allotments determined for farms with such allotments, using as a basis of computation the entry in line 18, column (C) of section X of NER-422, in counties using aerial photography in 1940, or, in counties not using aerial photography in 1940, the sum of the entries in line 18, columns (A) and (C) of section X of NER-422.

b. Pasture for Payment. Enter here the acres of fenced noncrop open pasture in excess of one-half the total cropland on the farm. The acreage figure for fenced noncrop open pasture used for this computation should be taken from line 21, column (A) or (C), section X, of NER-422.

c. Commercial Orchards. Enter here the acreage in planted fruit trees, nut trees, vineyards, hops, or bush fruit on the farm in 1940 (excluding nonbearing orchards and vineyards) from which the major production is normally sold. This entry should be taken from line 19, column (A) or (C), section X of NER-422.

d. Soil-Building Allowance. Enter here the total of the dollar entries in each of the three items above which were determined by multiplying the acreage entries indicated above, and as entered on the form, by the per acre rates shown at the beginning of each item. If such total is less than $20.00 minus the total possible allotment payment, the figure obtained by subtracting the total possible allotment payment from $20.00 will be entered, rather than the total.

4. Conservation Materials Allowance. Enter in the space provided the maximum value of the conservation materials (excluding forest trees) which the farm is eligible to request. This will be the total of the soil-building allowance shown above, plus the small payment increase thereon.

5. Allotment Information. (Use only such of the following instructions as may be applicable in your county.)

a. Potatoes. For farms with potato allotments, enter in the first column the acreage allotment as determined for the farm by the county committee and as entered in column (14) or (13) of NED-24. Enter in the third column (Program Yield) the entry for the farm in column (19) or (20) of NED-24. In the next column (Payment Rate), enter the rate determined by multiplying the program yield by the established rate per bushel. In the next column (Possible Payment), enter the product of the per acre payment rate and the acreage allotment.

For farms without potato allotments, enter in the column headed "Acreage Limit" "3.0" (3 acres).

b. Commercial Vegetables. For farms with commercial vegetable allotments, enter in the first column the acreage allotment as determined for the farm and as entered in column (14) or (13) of NED-24. Make no entry in the third column (Program Yield). In the next column (Possible Payment) enter the product of the per acre payment rate and the acreage allotment.

For farms without commercial vegetable allotments, enter in the column headed "Acreage Limit" "3.0" (3 acres).

c. Tobacco. For farms with tobacco allotments, enter in the first column the acreage allotment as determined for the farm by the county committee and as entered in column (14) or (13) of NED-24. Enter in the third column (Program Yield) the entry for the farm in column (19) or (20) of NED-24. In the next column (Payment Rate) enter the rate determined by multiplying the program yields by the established rate per pound. In the next column (Possible Payment) enter the product of the per acre payment rate and the acreage allotment.

For farms without tobacco allotments, enter in the column headed "Acreage Allotment" "None" (no allotment).

d. Corn. In the "Acreage Allotment" column, enter the acreage allotment as determined for the farm by the county committee and as entered in column (15) or (16) of NED-24. In the "Acreage Limit" column, enter the usual acreage of corn for the farm as determined by the county committee on NED-24. Enter in the "Program Yield" column the yield per acre as determined for the farm by the county committee in column (19) or (20) of NED-24. Enter in the "Payment Rate" column the per acre rate of payment determined by multiplying the program yield for the farm by the established rate of payment per bushel. Enter in the "Possible Payment" column the product of the per acre payment rate and the acreage allotment.

e. Wheat. For wheat allotment farms, enter in the "Acreage Allotment" column the allotment determined for the farm by the county committee as entered in column (15) or (14) of NER-513-W. For such allotment farms enter in the column "Program Yield" the yield determined for the farm in column (18) of NER-513-W for farms in noncrop insurance counties, and as entered in column (15) of form FCI-103-W for farms in crop insurance counties. Enter in the "Payment Rate" column the rate per acre determined by multiplying the program yield for the farm by the established rate of payment per bushel. Enter in the "Possible Payment" column the product of the per acre payment rate and the acreage allotment.

For non-wheat allotment farms, enter in the "Acreage Limit" column the usual acreage of wheat determined for the farm by the county committee as entered in column (13) of NER-513-W or 10 acres, whichever is larger.

6. Conservation Acreage Goal. In New York, New Jersey, and Pennsylvania (other than in commercial corn counties), for farms with potato, tobacco, or wheat acreage allotments, enter in the space provided the conservation acreage goal determined for the farm. This figure will be determined for each farm by the county office by multiplying the total cropland for the farm by a percentage figure for the county determined by the State committee.

7. Address of Association and Signature of Committeeman. In the space provided for the address of the association, stamp or type (or use a combination of both if a partial stamp is available) the name and address of the county association. If desired, the names of all three county committeemen may be stamped or signed in the space provided for the written or stamped signature of a member of the county committee. In any event, a written or stamped (facsimile) signature of at least one county committeeman is required.

8. Location of Farm. The information necessary to complete the part dealing with the location and makeup of the farm may be obtained from section III of NER-422 or section III of NER-423. This item is necessary, not only as a guide to the community committeeman in locating the farm readily, but to permit the community committee to note thereon any error in the directions which are at present on file in the county office.

SECTION VI. COUNTY OFFICE RECORD

A. Use of Form.

A record of the progress of 1941 program activities shall be maintained by each county office on "County Office Record" (NER-Office Form 55, Revised November, 1939). Be sure to use the issue of this form as revised November, 1939. This form is the same size as, and very similar in other respects to, NER-Office Form 55, Revised January, 1939, and used in 1939, except that the revision includes holes punched at the top of the form, thus making it more readily adaptable for use in a binder of any type which may be available in the county office.

Prior to making 1941 farmer contacts, a listing will be made on this form of all farms (both allotment and nonallotment) in the county for which there are basic data available in the county office. The County Office Record, properly kept, will show the status of the work with respect to any farm or group of farms at any given time during the year, thus constituting a readily available and dependable source of information for determining the next step in program activities and for making progress reports. The maintenance of the County Office Record as outlined herein is required in all county offices in 1941.

B. Preparation of Form.

Columns (1) and (2) - "Serial Number" and "Name." List in these columns the serial number and name of the operator of each farm for which there are basic data available in the county office. A separate listing should be made of the farms in each township or community, whichever is more feasible, and it is preferred that the listing be in numerical order, but they may be listed alphabetically with the approval of the district agent of the State committee.

In counties where a suitable binder is used and where a substantial number of 1941 farm operators is the same in 1941 as in 1940, the

necessity of relisting serial numbers and names of operators in 1941 may be avoided by cutting off columns (1) and (2) from the 1941 forms and attaching the remainder of the form to that used in 1940, leaving columns (1) and (2) exposed.

Column (3) - "Date Farm Notices Sent Out." Enter in this column the date on which the farm notice for the farm was mailed to the farmer or released to the community committeeman.

Column (4). As farm notices are returned to the county office following farmer contacts, enter in this column a check mark for each allotment farm for which a properly signed NER-515, NED-33, or ACP-64 is approved for the farm.

Column (5). As farm notices are returned to the county office following farmer contacts, enter in this column a check mark for each allotment farm which apparently will not participate in the 1941 Program.

Column (6). As farm notices are returned to the county office following farmer contacts, enter a check mark in this column for each nonallotment farm for which a properly signed NER-514 or ACP-64 is approved for the farm.

Column (7). As farm notices are returned to the county office following farmer contacts, enter a check mark in this column for each nonallotment farm which apparently will not participate in the 1941 Program.

Column (8). If the date can be entered prior to the program closing date, enter such date in this column.

Column (9). If a complete report of performance is not obtained on the first visit of the farm checker, indicate a second date in this column if such date is prior to the program closing date.

Columns (10), (11), (12), (13), and (14). These columns are for recording the dates when reports of performance and related forms are taken from and returned to the office, and for the initials of the farm checker involved. A check mark may be made beside the date recorded in column (12) or (13), as the case may be, to indicate that the report of performance is complete.

Columns (15) and (16). While no column headings are shown for these columns, it is recommended that one of them be used for the initials of the person in the county office who checks the report of performance to indicate that such report of performance is ready for the preparation of the application for payment. It is also recommended that in counties where applicable a check mark be inserted in one of these columns to indicate that the planimeter work for the farm has been completed.

Columns (17), (18), (19), and (20). These columns are for recording the dates when application is sent to the farmer for signature and returned by him the first time and, if necessary, the second time.

Columns (21), (22), and (25). These columns carry no column headings and may be used for entering additional pertinent data.

Columns (23), (24), and (26) through (29). These columns carry column headings which are self-explanatory, and information called for by such headings should be inserted in the proper column as the information becomes available.

Columns (30), (31), and (32). It is recommended that in most counties these columns do not be used, but that if it is decided to maintain such a record, the Lot Number from the Continuation Sheet be entered in column (30).

Columns (33) to (37), inclusive. These columns will be reserved for such uses as may later be required.

SECTION VII. CONTACTING FARMERS

A. Issuing Farm Notices. Notices for allotment farms should be in the hands of farmers as soon as possible, and, in any event, not later than March 1, 1941. One typed copy of the allotment farm notice should be mailed to farmers, and, insofar as possible, all allotment notices should be mailed the same day.

Notices for nonallotment farms need not be mailed to farmers, but all nonallotment farmers should be informed personally concerning the 1941 Program some time prior to June 1, 1941, and given the opportunity to enroll if they have not already done so.

B. Farm Contacts.

Operators of all farms for which acreage allotments are determined will be personally contacted by some representative of the county committee. This may be done either by down-the-road visits, community meetings, visits to the county offices, etc. Community committeemen or community committee assistants should begin contacting these farmers as soon as is possible after the notices are mailed. In any event, all such farmers will be contacted prior to May 15, 1941, and given an opportunity to enroll.

It is recommended that operators of nonallotment farms also be personally contacted prior to June 1, 1941, and given an opportunity to enroll in the Program. However, those nonallotment farms for which an ACP-64, Revised, has been approved under the 1941 Program will be considered to be enrolled and a nonallotment notice will be mailed to such farms.

The community committeemen will, at the time of making the farm contact, sign and date both copies of the notice form. The signature of the farm operator or his representative should also be obtained on both copies. One copy of such signed notice should be returned to the county office and the other left with the farmer.

C. Training Community Committeemen.

The county committee is responsible for making the necessary arrangements for training community committeemen. This training should include (1) instruction on how to determine soil-building allowances, (2) sufficient information on how acreage allotments, usual acreages, and yields were determined so that the community committeemen can intelligently discuss these subjects with farmers, and (3) in counties where applicable, complete instructions concerning their duties in connection with the furnishing of conservation materials. All community committeemen employed in making contacts should be adequately prepared to explain all entries on the farm notices and all provisions of the Program applicable to farms in their territory.

SECTION VIII. ADJUSTMENTS IN ACREAGE ALLOTMENTS, USUAL ACREAGES, YIELDS, AND ALLOWANCES

A. Adjustments Required by the State Office Audit.

Prior to mailing of farm notices, all adjustments in acreage allotments, usual acreages, and normal yields required by the State office at the time the listing sheets were returned with the Allotment Audit Report (NER-526) will be made in the manner indicated and approved by the district agent of the State committee before the preparation and mailing of farm notices. All such adjustments of entries on NED-24 will be made by inserting the corrected entry in column (15) or (20).

B. Adjustments Made After the State Office Audit.

1. Appeals.

Appeals to the county committee by farmers for adjustments in acreage allotments, usual acreages, or yields determined for their farms may be made in writing to the county committee within 15 days from the date on the farm notice.

For every appeal filed with the county committee, action should be taken by the county committee in one of the following ways:

a. Mail to the farmer a revised notice showing his allotments, usual acreages, and yields after revision. All revised notices must be clearly marked at the top "Revised Notice;" or

b. Notify the farmer that his appeal cannot be granted and the reasons therefor.

2. Record of Adjustments.

For all adjustments in acreage allotments, usual acreages, and yields made after the State office audit, NED-33 (Record of Adjustments) will be prepared as outlined below. Adjustments made prior to the submission to the State office of NED-34 for the commodity will be supported

in the county office by a properly executed copy of NED-33. The State committee may, however, require that a copy of each such NED-33 be forwarded to the State office. All adjustments made after the submission to the State office of NED-34 for the commodity must be supported by two copies of NED-33, one copy to be returned to the county office and one copy to be forwarded immediately upon completion to the State office for approval.

Insofar as possible, county committees should withhold action on appeals for increases in allotments for any particular commodity until all such appeals have been received from farmers. This will serve to assist the committees in effectuating a more equitable distribution of the allotment available for adjustment. All requests for adjustments received prior to May 15, 1941 (final date for contacting allotment farms), should be considered and the farmer notified of the county committee's decision with respect to such appeal by June 1, 1941.

3. Preparation of NED-33.

The following data will be entered in section I, "Producer's Request and Action Taken."

Column (b). For each item in which an adjustment is made, the allotment, usual acreage, or yield as shown on the original notices to the farmer will be entered in column (b).

Column (c). This column is for use for entering pertinent data, such as shed-room in the case of tobacco, and the average actual annual acreages for other commodities.

Column (d). Enter in this column the allotment, usual acreage, or the yield requested by the producer which represents an adjustment from the original.

Column (e). Enter in this column in all cases where such recommendation is available, the allotments, usual acreages, or yields recommended for the farm by the community committeeman who contacted the farmer.

Column (f). Enter in this column the acreage allotment, usual acreage, or yield as adjusted and approved by the county committee.

Column (g). Enter in this column the date on which the county committee approved the adjusted figure as shown in column (f).

Entry to be made in section II, "Producer's Reasons for Requesting Change."

In connection with all adjustments made on appeals by producers, there should be entered in this section the reasons advanced by the producer for his requested adjustment in allotment, usual acreage, or yield for the farm. Such data should include, in all cases where available, a

record of the acreage of the commodity which the producer intends to plant in 1941.

Entry to be made in section III, "Statement of Community Committeeman."

In all cases where it is possible to obtain such a statement, the recommendation of the community committeeman who contacted the farmer, or such other community committeeman as has knowledge of the farm for which the appeal has been filed, and his reasons therefor should be entered in this section and used as a guide by the county committee in arriving at a decision with respect to the adjustment in question.

Entries in section IV, "County Committee's Statement of Reasons for Action Taken."

There should be entered in this section, in the space provided for each commodity, the basis on which the adjustments as shown in section I were made. This statement should be such as to justify completely the action taken by the county committee within its authority exercised in accordance with provisions of the 1941 Program and approved instructions.

Signatures in section V, "County Committee Certification."

Every copy of NED-33, including both the county office and the State office copy, shall be signed in this section by at least one member of the county committee, and should also show the date of such signature.

4. Use of NED-32.

When the listing sheets for each commodity are returned after audit by the State office to the county committee, they will be accompanied by a copy of NED-32 with the heading completed and the amount of allotment available after the State office audit for the commodity inserted on the form in the space provided. This acreage will represent the acres of allotment available to the county committee for making adjustments in the individual farm allotments then listed on the commodity listing sheets. Thereafter, the forms NED-32 will be maintained by the county office in accordance with the following instructions so that the forms NED-32 will at all times indicate the amount of allotment which is available to make adjustments in individual farm allotments. The entries will be made at the time each individual allotment is adjusted.

Serial number. Enter in this column the farm serial number for each farm for which the farm allotment is either increased or decreased after the listing sheets have been returned by the State office.

Increase in farm allotments. Enter in this column opposite the farm serial number the number of acres by which the farm's allotment is increased above the allotment for the farm as shown on the commodity listing sheet at the time of the State office audit.

Decrease in farm allotments. Enter in this column opposite the farm serial number the number of acres by which the farm's allotment is decreased below the allotment for the farm as shown on the commodity listing sheet at the time of the State office audit.

County allotment available. Enter in this column opposite the farm serial number the sum of the increase or decrease in the farm allotment and the county allotment shown to be available in the line above.

Forms NED-32 will be checked and verified at intervals by the District Agent of the State committee and must at all times be complete and available in the county office.

C. Closing Date for Making Adjustments in Allotments, Usual Acreages, or Yields.

No adjustments in acreage allotments, usual acreages, or yields will be made for any farm after the date on which the commodity is planted or June 1, 1941, whichever date is earlier, except that later adjustments may be made for the following reasons:

1. Adjustments to correct for errors in the county committee's record of acreage data for crops on the basis of which allotments or usual acreages were determined or for strictly clerical or mathematical errors for which the county committee or its employees are responsible and which are not discovered prior to the submission of NED-34.

2. Adjustments to correct for changes in the farming unit where such changes result in a farming unit which is determined by the county committee to be a farm in accordance with the 1941 Program farm definition and instructions contained in this bulletin.

D. Closing Date for Enrollment in the 1941 Program.

1. Allotment Farms.

The closing date for enrollment of allotment farms in the 1941 Program is June 1, 1941, or an earlier date established by the State committee and approved by the Regional Director. This means that no farm for which it is required that an allotment be determined will be eligible to make application for payment under the 1941 Program or to receive conservation materials under the 1941 Program unless such allotment is determined before June 1, 1941, and there is filed with the county committee a farm notice signed by the farm operator before such date. If a farmer refuses to sign his farm notice because he desires to make appeal for a change in one or more of the allotments, usual acreages, or yields as shown on the notice, the timely filing of such appeal will be accepted in lieu of his signature on the notice form and such farmer will be considered as enrolled in the 1941 Program within the time limit.

2. Nonallotment Farms.

The closing date for enrollment of nonallotment farms in the 1941 Program is June 1, 1941, or a later date recommended by the State committee and approved by the Regional Director. This means that no farm which is not eligible for an acreage allotment will be eligible to make application for payment under the 1941 Program or to receive conservation materials under the 1941 Program unless there is filed with the county committee a farm notice or ACP-64 signed by the farm operator before such date.

E. Adjustments in 1941 Wheat Allotments, Usual Acreages, and Yields.

None of the instructions contained in this bulletin will supersede bulletins and memoranda previously issued in connection with 1941 wheat acreage allotments, usual acreages, and yields.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

NER-517-C

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COUNTY COMMITTEE
INSTRUCTIONS FOR DETERMINING
1941 CORN ACREAGE ALLOTMENTS AND PROGRAM YIELDS

1941 Agricultural Conservation Program

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(Applicable only in Adams, Berks, Chester, Cumberland, Dauphin, Franklin, Fulton, Lancaster, Lebanon, Perry, and York Counties in Pennsylvania)

SECTION I. GENERAL PROVISIONS OF THE 1941 CORN PROGRAM

The operator of any farm for which there has been determined a corn acreage allotment of 10 acres or more may exercise the option to have his farm considered a corn allotment farm or a non-corn allotment farm by filing a written request with the county committee prior to May 1, 1941, or the beginning of the planting of corn on his farm, whichever is earlier.

Any farm for which the 1941 corn acreage allotment is less than 10 acres will be considered a non-corn allotment farm if the acreage determined to be planted to corn on the farm in 1941 exceeds the corn acreage allotment determined for such farm.

On any corn allotment farm there may be planted without deduction from payments otherwise earned an acreage of corn not in excess of the allotment determined for the farm, and the farm will be eligible for a corn conservation payment, and a corn parity payment. Any acreage classified as planted to corn in excess of the corn allotment will be subject to a deduction of 50¢ per bushel times the program yield determined for the farm.

A non-corn allotment farm will incur a deduction of 50¢ per bushel times the program yield determined for the farm from any payment otherwise earned for each acre classified as planted to corn in excess of the usual corn acreage determined for the farm, or 10 acres, whichever is larger. A non-corn allotment farm will not be eligible for a corn conservation payment, or a corn parity payment. However, if marketing quotas are in effect for 1941, the farm will be subject to the marketing quota provisions.

If corn marketing quotas are made effective for 1941 by a vote of the corn farmers, and the acreage planted to corn on a farm is not in excess of the farm corn acreage allotment, the total production of corn on the farm may be used or sold. However, if the acreage planted to corn on the farm is larger than the corn acreage allotment, the farmer may be required to store, under seal, the production in excess of the farm corn marketing quota, or may be subject to a penalty of

15¢ on each bushel of the excess which he uses or sells. Both of the above provisions apply to a farm which the farmer has requested to be considered as a corn allotment or a non-corn allotment farm.

"Acreage planted to corn", as used herein, means the acreage of land on which field corn is planted, including corn for ensilage, grain, and fodder (except any acreage of sown corn used as a cover crop or green manure crop) and the acreage of sweet corn used for livestock feed; Provided, That all or any part of any corn acreage totally destroyed by flood, insects, or any other cause beyond the control of the operator, which is later replaced by other acreage planted to corn on the farm, may be considered as not having been planted.

SECTION II. FARMS FOR WHICH CORN ACREAGE ALLOTMENTS WILL BE DETERMINED

In Adams, Berks, Chester, Cumberland, Dauphin, Franklin, Fulton, Lancaster, Lebanon, Perry, and York Counties in Pennsylvania, corn acreage allotments will be determined for each farm on which corn was planted in 1939 or 1940 and for each other farm on which it is expected that corn will be planted in 1941. Corn acreage allotments will be determined on the basis of tillable acreage and crop rotation practices, as reflected in the usual acreage of corn for the farm, with adjustments for types of soil and topography. The allotment for any farm shall compare with the allotments recommended for other farms in the same community which are similar in respect to the factors named above.

SECTION III. USUAL ACREAGES OF CORN

Usual acreages of corn will be determined for all farms on which corn was planted in 1939 or 1940 and for other farms on which it is expected that corn will be planted in 1941. The 1941 usual acreage of corn for a farm will be the adjusted average of the 1939-1940 planted acreage adjusted, not in excess of 50%, for type of soil and topography in relation to the acreage of corn that should be grown on the farm in view of soil erosion and conservation needs for the farm.

The limit of the usual acreages for all corn farms in a county will be the 1930-1939 average acreage planted to corn and diverted from the production of corn in the county for the ten years 1930-1939, adjusted for trends. This usual acreage limit will be furnished to the county by the State Office after the preliminary usual acreages for all farms have been determined and entered in column (12) of NED-24.

SECTION IV. LISTING BASIC DATA ON FORM NED-24

County committees will arrange to obtain an accurate estimate of the 1939 and 1940 acreage planted to corn on each farm in the county, and instruct the county office to complete the entries in columns (7), (8), (9), and (10) of Form NED-24, as outlined below. Where necessary, the county committee shall arrange for a visit to non-participating farms in order to obtain this information. List on NER-312 all farms which have not previously been listed and for which corn data are obtained. No entry will be made on Forms NER-313 and NER-413 for corn acreage.

Column (7)--Change the heading to read "1939 Acres". Enter the total acres planted to corn on the farm in 1939. For farms participating in the program in 1939 this acreage may be obtained from column E, Section X of NER-322. Enter as a separate item the acreage of corn planted for grain directly above the total acreage of corn planted for all purposes.

Column (8)--Change the heading to read "1940 Acres". Enter the total acres planted to corn on the farm in 1940. For farms participating in the program in 1940 this acreage may be obtained from column E, Section X of NER-422. Enter as a separate item the acreage of corn planted for grain directly above the total acreage of corn planted for all purposes.

Column (9)--"Total Cropland". Enter the total cropland on the farm in 1940. For farms which participated in the 1940 Program this entry will be obtained from line 18, column C, Section X of NER-422.

Column (10)--"Average -- Acres". Enter "1939-1940" in the column heading. The entry for this column will be the average of the total acreage of corn planted on the farm in 1939 and 1940. This entry will be obtained by adding the entries in columns (7) and (8) for the farm and dividing the result by 2. Do not make a separate entry in column (10) for corn planted for grain.

SECTION V. DETERMINATION OF 1941 USUAL CORN ACREAGES

Column (11)--"Adjusted Average". The county committee, with the assistance of the community committees, will review the entries in columns (7), (8), and (10). If they determine that the entry in column (10) is not the acreage which should be planted on the farm in 1941, in view of good farm management practices, or is not applicable in 1941, they will appraise an adjusted average to be entered in column (11) which is similar to the average for other farms in the community which are similar in respect to crop rotation practices and tillable acreage.

Column (12)--Change the heading to read "Recommended Usual Acreage". The county committee, with the assistance of the community committees, will determine a recommended usual acreage for each farm on the basis of the entry in column (11) (or column (10) where there is no entry in column (11)), good farm management practices, soil erosion and conservation needs for the farm. This recommended usual acreage will reflect the adjustments for type of soil and topography. Enter this recommended usual acreage in column (12). The entry in this column shall not be less than 50%, nor more than 150%, of the entry in column (11) (or column (10) where there is no entry in column (11)). It is highly important that usual acreages reflect the proper relationship between farms, since farm allotments will have a direct mathematical relationship to the usual acreages.

At this point totals will be obtained for columns (7), (8), (10), and (12). These totals should immediately be transmitted to the State Office, which will determine the applicable county limit for usual acreages and notify the county accordingly.

Column (13)--Change the heading to read "Adjusted Usual Acreage". Divide the county usual acreage assigned by the State Office by the total of the entries in column (12) and enter the resultant percentage factor in the heading of column (13). Multiply each entry in column (12) by this percentage factor and enter the result in column (13), which will be the usual acreage determined for the farm to be entered on the Farm Notice, Form NER-515. Make sure that the sum of the entries in column (13) does not exceed the county usual acreage limit.

Column (14)--Change the heading to read "Final Usual Acreage". The entries in this column will be made after the farm contacts are completed and the Forms NER-515 have been returned to the county office. The entry in this column will be the final 1941 usual acreage for the farm as a result of granting appeals on the basis of information submitted on NED-33. An entry shall be made in column (14) for each farm and the sum of these entries shall not exceed the county usual acreage limit.

SECTION VI. DETERMINATION OF 1941 CORN ALLOTMENTS AND YIELDS

Column (15)--"Approved" Allotment. Divide the county allotment available for listed farms by the total of the entries in column (13) and enter the resultant allotment factor in the space provided in the heading of Form NED-24. Apply this allotment factor to each entry in column (13) and enter the result in column (15). When the listing sheets have been returned from the State Office, further adjustments will be made in approved allotments in column (15) if so directed by the State Office. Such adjustments will be made in column (15) by drawing a line through the original entry and inserting the correct entry in red ink just above. The allotment in column (15) as finally corrected is the allotment to be entered on the Farm Notice, Form NER-515, and no further change should be made in the entry in column (15).

Column (16)--"Final" Allotment. Entries will be made in this column after the farm contacts have been completed and after Forms NER-515 have been returned to the county office. The entry in column (16) will be the final 1941 corn allotment determined for the farm as a result of granting appeals on the basis of information submitted on NED-33. If no adjustment is made in the entry in column (15) it shall be transferred to column (16).

No adjustments will be made in allotments after the crop is planted or April 30, 1941, whichever is earlier, except such adjustments as are authorized in Section VIII of NER-517. If any adjustment is made in an acreage allotment after Form NED-34 for corn has been submitted to the State Office any such change must be supported by two copies of Form NED-33, one copy to be retained in the county office and the other to be forwarded immediately upon completion to the State Office for approval.

Column (17)--"Preliminary" Yield. Enter in column (17) a yield for the farm appraised by the county committee, taking into consideration (1) the yield determined for similar farms, (2) the yield in years for which data are available, and (3) abnormal weather conditions. The county committee may also take into consideration the relationship of the yield per acre of corn to other crops, such as wheat, for which farm yields have been previously determined.

Column (18)--"Total" Yield. Enter the result of multiplying the entries in column (13) by the entries in column (17).

Column (19)--"Approved" Yield. If the result obtained by dividing the total of column (18) by the total of column (13) is in excess of the county program yield, the percentage which the program yield is of the weighted average yield so determined may be entered at the top of column (19) and may be applied to each entry in column (17), and the results obtained entered in column (19), or, if it will not result in inequities, adjustments may be made in the yields determined for several of the individual farms. If the result obtained by dividing the total of column (18) by the total of column (13) is less than the county program yield, then the entries in column (17) may be multiplied by the percentage which the weighted average is of the program yield and the results entered in column (19).

If the county committee adjusts a program yield as a result of a producer's appeal, such adjusted yield will be entered above the original entry in column (19) and the original entry will be lined through. The weighted average yield for all farms listed after any such adjustments have been made shall not exceed the program yield established for the county.

Column (20)--This column may be left blank unless other instructions are issued for its use.

Column (21)--"Serial No." Enter in this column the farm serial number as listed in column (1) of NER-312 for the farm.

SECTION VII. CHANGES ON NED-24

No erasures shall be made on NED-24.

A. By the County Office.

If it becomes necessary to change any entries on NED-24, a single line should be drawn through the existing entry and the corrected figure should be inserted in ink above the original. Such changes will be initialed by the person making them, except for changes supported by NED-33 (Record of Adjustments). This also applies to changes in totals.

B. By the State Office.

No entries or changes will be made on NED-24 by the State Office except to indicate correct totals or products. Such changes or entries will be made in red ink and will be initialed by the person making them.

SECTION VIII. SPECIAL PROVISIONS

The following provisions are applicable in the commercial corn counties, and insofar as they conflict with the provisions of NER-517 they will take precedence.

A. Listing on NED-34.

In columns (2), (5), (8), (11), and (14), list the corn acreage allotments which are 10 acres or less determined for all farms and the corn acreage allotments for such other corn farms as choose to be corn allotment farms under the 1941 Program. For farms for which corn allotments of more than 10 acres have been determined and which prior to May 1, 1941, elect the non-corn allotment option, list the usual acreage of corn determined for the farm.

B. Interviewing Farmers.

All producers on farms for which corn acreage allotments are determined will be interviewed prior to April 15, 1941. In addition to the procedure outlined for farm contacts in NER-517, the community committeemen will, when contacting such corn allotment farms, discuss in detail the operation of the corn program with the operator. He

should be careful to point out to the farmer:

1. The provisions which would be applicable to the farm in the event corn marketing quotas should be effective for the 1941 crop.

2. The results of the studies which have been made in the area on farms on which the acreage normally planted to corn was reduced and the possible shifts which the farmer might make in his farm operations.

3. That the farmer has the privilege of changing his decision as to having his farm considered a corn allotment or a non-corn allotment farm by filing a written request with the county committee prior to May 1, 1941, or the date on which corn planting starts on his farm, whichever is earlier.

After such discussion the committeeman will obtain and record on the Farm Notice, Form NER-515, in the space provided the farmer's decision as to whether he wishes his farm to be considered a corn allotment or a non-corn allotment farm.

C. Closing Date for Making Adjustments in Allotments, Usual Acreages, and Yields.

No adjustments in the corn acreage allotments, usual acreages, or yields will be made for any farm after the date on which corn is planted on the farm, or May 1, 1941, whichever date is earlier, except such adjustments as are made for the reasons listed in items 1 and 2 of subsection C, Section VIII of NER-517. All requests for adjustments in corn acreage allotments, usual acreages, or yields received prior to April 15, 1941, (final date for interviewing corn farmers) should be considered and the farmer notified of the county committee's decision with respect to such appeal by May 1, 1941.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Northeast Division

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COUNTY COMMITTEE INSTRUCTIONS FOR DETERMINING 1941 POTATO ACREAGE ALLOTMENTS AND PROGRAM YIELDS

1941 Agricultural Conservation Program

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SECTION I. FARMS FOR WHICH POTATO ACREAGE ALLOTMENTS WILL BE DETERMINED

A potato acreage allotment shall be determined for each farm for which the normal acreage of potatoes is determined to be three acres or more, and for each farm adapted to the production of potatoes and operated by a person who normally grows three acres or more of potatoes.

SECTION II. BASIS FOR DETERMINING ALLOTMENTS

A. Old Farms.

The potato acreage allotment for any farm on which three acres or more of potatoes were produced in one or more of the years 1936-1940 shall be determined on the basis of: (1) the acreage of potatoes customarily grown on the farm as reflected in the average acreage grown on the farm during two or more of the years 1936-1940; (2) production facilities; (3) good soil management; (4) tillable acreage on the farm; (5) type of soil; and (6) topography. The potato acreage allotment for any such farm shall be comparable with the potato acreage allotments for other farms in the same community which are similar with respect to such factors.

B. New Farms.

A potato acreage allotment for any farm on which three or more acres of potatoes will be produced in 1941 for the first time since 1936 shall be determined on the basis of the potato-producing experience of the operator and such of the following factors as may be applicable: (1) production facilities; (2) good soil management; (3) tillable acreage on the farm; (4) type of soil; and (5) topography. The potato acreage allotment for any such farm shall be comparable with the potato acreage allotments for other farms in the same community which are similar with respect to such factors.

SECTION III. LIMIT OF ALL FARM ALLOTMENTS

A. In the State.

The potato acreage allotments determined for all farms in the State (including those not participating in the Program) shall not exceed the State potato acreage allotment.

B. In the County.

1. All Farms. The sum of the potato acreage allotments determined for all farms in the county (including those not participating in the Program) shall not exceed the county potato acreage allotment.

2. Participating Farms. The sum of the potato acreage allotments determined for farms participating in the 1941 Program shall not exceed their proportionate share of the county potato acreage allotment.

SECTION IV. ENTRIES ON NED-24

A. Determination of Allotments.

All entries on NED-24 will be made in ink. County office entries will be made in blue or black ink; and entries, if any, made at the direction of the State committee as a result of an audit will be in red ink.

Column (7) - "1940 Acres." Enter here the 1940 planted acreage of potatoes as shown on line 3, column (A), section XI, of NER-422.

Column (8) - "1940 Allotment." Enter in this column the 1940 potato allotment determined for the farm as shown in column (15) of NER-413, making sure that this entry actually represents the final approved 1940 potato allotment after adjustment for the 90-110% provision.

Column (9) - "Total Cropland." The entry in this column for each farm will be the sum of the corrected entry on line 18, columns (A) and (C), section X, of NER-422 in counties not using aerial photographs in 1940; or the entry on line 18, column (C), section X, of NER-422, for farms in counties in which aerial photographs were used in 1940.

Column (10) - No entry required.

Column (11) - Correct the heading of this colun to read: "Preliminary Allotment." The entry for this column is a determination by the county committee as to the number of acres of potatoes which most equitably represents the farm's fair share of the total acreage allotment available for farms for which allotments are being determined. In making this determination, particular attention should be given to the relationship of the 1940 acreage allotment determined for the farm to the 1939 and 1940 acreages of potatoes planted on the farm.

Column (12) - "Community Committee Recommendation." Enter in this column the recommendation of the community committee for the community in which the farm is located.

The community committee recommendation should be made after reviewing the preliminary allotment, as determined by the county committee, and the recommendation should reflect any changes which the community committee considers necessary from its more intimate knowledge of the farm with respect to the factors enumerated in section II above, remembering always that all farms in the county which are similar with respect to such factors should have allotments which are similar, and that the sum of the allotments for all farms for which allotments are being determined can not exceed the total county allotment available for such farms.

Column (13) - "County Committee Recommendation." The county committee will review the entries made by the community committee in column (12) and make such adjustments in the community committee's recommendation as they feel are necessary in order to effect a fair and equitable distribution of that portion of the county allotment available for farms for which allotments are being determined. If the county committee determines that no change should be made in the community committee's recommendation made in column (12), the entry in column (12) will be transferred to column (13).

In any event, no allotment of less than three acres should be entered in column (13).

At this point, all columns in which entries have been made on NED-24 should be totaled as well as columns (3) and (4) of NER-313 and column (6) of NER-413.

Column (14) - "Adjusted" Allotments. If the sum of all allotments, as entered in column (13), including any allotments for new farms listed in 1941 for the first time, is less than the total county allotment available for such farms, the difference between the sum of column (13) and the total county allotment available for such farms may be used to increase, at this point, a part or all of the allotments as shown in column (13), in which event such adjusted allotments will be entered in column (14), making sure that the total of such allotments does not exceed the allotment available for such farms; or, if considered desirable, such difference may be kept as a reserve from which to grant appeals. If for any farm a change in allotment is made from the entry in column (13) and entered in column (14), then all allotments as entered in column (13) which are not so changed will be transferred to column (14).

If the sum of the allotments as shown in column (13) is more than the acreage available for such farms, there will be entered in column (14) allotments, the sum of which shall not exceed the total allotment available for such farms. Such reduction in the sum of allotments determined will be effected either by making a pro-rata adjustment in all allotments as entered in column (13), or by reducing part of such allotments on an individual farm basis if this can be done without creating inequitable allotments.

In any event, no approved allotment of less than three acres should be entered in column (14). Column (14) will be totaled prior to the submission of the listing sheets to the State office for audit if there are any entries therein.

Column (15) - "Approved" Allotment. When the listing sheets have been returned from the State office, any further adjustments which may be required in the allotments shown in column (14) will be entered in column (15) in red ink.

The allotment in column (15) as finally corrected is the allotment to be entered on the farm notice, and no further change should be made in the figures in column (15). If no entry is required in column (15), the allotment in column (14) will be entered on the farm notice.

Column (16) - "Final" Allotment. This column is reserved for the final allotment as determined for each farm after adjustments made subsequent to the mailing of allotment notices, including the granting of increases on appeals of farmers made during the regular appeal period. All adjustments in allotments, other than those directed by the State office, made after the listing sheets are returned by the State office, will be entered in column (16) and must be supported in the county office by a properly executed copy of NED-33. No adjustments, however, will be made in any allotment after the crop is planted or the closing date, June 1, 1941, whichever is earlier, except such adjustments as are authorized in section VIII of NER-517.

If any adjustment is made in an acreage allotment after NED-34 for the commodity has been submitted to the State office, any such change must be supported by two copies of NED-33, one copy to be retained in the county office and the other to be forwarded immediately upon completion to the State office for approval. The State committee may also require that a copy of each NED-33, executed between the time that the listing sheets are forwarded to the State office for audit and the time that NED-34's are forwarded to the State office, be sent to the State office upon completion.

All allotments as shown in column (14) or column (15) which are not later adjusted will at the end of the appeal period be transferred as final allotments to column (16).

The sum of all allotments as entered in column (16) shall not exceed the total county allotment available for all farms for which allotments have been determined.

B. Determination of Yields.

Column (17) - "Preliminary" Yield. Enter in this column the preliminary program yield for the farm as determined by the county committee on the basis of the actual yield of potatoes made on the farm in previous years with due consideration for type of soil, production practices, and the general fertility of the land.

If the program yield determined for the farm in 1940 and shown in column (18) of NER-413 is determined by the county committee adequately to reflect these factors, such 1940 yield may be transferred to column (17) of NED-24 as the preliminary yield for the farm in 1941.

Column (18) - "Total" Yield. The entry for this column will be the product of the entries in column (17) and column (14). Column (18) will be totaled prior to the submission of NER-313, NER-413, and NED-24 to the State office for audit.

Column (19) - "Approved" Yield. If the result obtained by dividing the total of column (18) by the total of column (14) is in excess of the county program yield, the percentage which the program yield is of the weighted average yield so determined may be entered at the top of column (19) and may be applied to each entry in column (17), and the results obtained entered in column (19), or if it will not result in inequities, adjustments may be made in the yields determined for several of the individual farms. If the result obtained by dividing the total of column (18) by the total of column (14) is less than the county program yield, then the entries in column (17) may be multiplied by the percentage which the weighted average is of the program yield and the results entered in column (19).

If the county committee adjusts a program yield as the result of a producer's appeal, such adjusted yield will be entered above the original entry in column (19) and the original entry will be lined through. The weighted average yield for all farms listed after any such adjustments have been made shall not exceed the program yield established for the county.

Column (20). Enter in this column, in red ink, such revisions in yields as may be requested by the State committee on the basis of the State office audit.

Column (21) - "Serial No." Enter in this column the farm serial number as listed in column (1) of NER-312 for the farm.

SECTION V. CHANGES ON NED-24

No erasures shall be made on NED-24.

A. By the County Office.

If it becomes necessary to change any entries on NED-24, a single line should be drawn through the existing entry and the corrected figure should be inserted in ink above the original. Such changes will be initialed by the person making them, except for changes supported by NED-33 (Record of Adjustments). This also applies to changes in totals.

B. By the State Office.

No entries or changes will be made on NED-24 by the State office except to indicate correct totals or products. Such changes or entries will be made in red ink and will be initialed by the person making them.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division

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Northeast Division

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COUNTY COMMITTEE
INSTRUCTIONS FOR DETERMINING
1941 TOBACCO ACREAGE ALLOTMENTS AND PROGRAM YIELDS

1941 Agricultural Conservation Program

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SECTION I. FARMS FOR WHICH TOBACCO ALLOTMENTS WILL BE DETERMINED

Tobacco acreage allotments will be determined for farms on which tobacco was grown in one or more of the years 1936-1940, inclusive, and for farms on which tobacco is to be produced in 1941 for the first time since 1935. Acreage allotments for Type 41 (Pennsylvania Seedleaf) tobacco will be determined for all farms eligible for such allotments separate from allotments for other types of cigar-filler and binder tobaccos.

SECTION II. BASIS FOR DETERMINING ALLOTMENTS

A. Old Farms.

The tobacco acreage allotment for any farm on which tobacco was produced in one or more of the years 1936-1940 shall be determined on the basis of the acreage allotment determined for the farm in 1940 with such adjustments as will take into account changes since 1939 in (1) the past acreage of tobacco, with due allowance for drought, flood, hail, other abnormal weather conditions, and for plant bed and other diseases; (2) the land, labor, and equipment (including shed room) available for the production of tobacco; (3) crop rotation practices; and (4) the soil and other physical factors affecting the production of tobacco. Special consideration shall be given to farms for which the acreage allotments are small.

B. New Farms.

The allotment for any farm on which tobacco is produced in 1941 for the first time since 1935 shall be determined on the basis of (1) the tobacco producing experience of the farm operator; (2) land, labor, and equipment (including shed room) available for the production of tobacco; (3) crop rotation practices; and (4) the soil and other physical factors affecting production of tobacco. If the acreage planted to tobacco in 1941 on any such farm is less than the 1941 tobacco acreage allotment, the allotment will be reduced to the acreage planted to tobacco.

SECTION III. LIMIT OF ALL FARM ALLOTMENTS

A. In the State.

The tobacco acreage allotments determined for all farms in the State (including those not participating in the Program) shall not exceed the State tobacco acreage allotment.

B. In the County.

The sum of the tobacco acreage allotments determined for farms listed shall not exceed the acreage allocated to the county by the State

committee for such farms. The sum of the tobacco acreage allotments determined for farms participating in the 1940 Program shall not exceed their proportionate share of the country tobacco acreage allocation.

SECTION IV. ENTRIES ON NED-24

A. Determination of Allotments.

All entries on NED-24 will be made in ink. County office entries will be made in blue or black ink, and entries, if any, made at the direction of the State committee will be made in red ink.

Column (7) - "1940 Acres." Enter here the 1940 harvested acreage of tobacco as shown on line 1, column (A), section XI, of NER-422. In those cases where hail, drought, flood, other abnormal weather conditions, or plant bed diseases prevented a producer from harvesting his intended acreage, the county committee will enter the acreage harvested plus the acreage which the producer failed to harvest because of one or more of such causes immediately above the actual acreage entry and circle the acreage actually harvested.

Column (8) - "1940 Allotment." Enter in this column the 1940 tobacco allotment determined for the farm as shown in column (15) of NER-413, making sure that such entry represents the final 1940 tobacco allotment after adjustment for the 90-110% provision. Particular attention should be given, in this connection, to farms on which tobacco had not been grown since 1934 (new farms) and the 1941 allotment for which was reduced because of failure in 1940 to plant up to the preliminary allotment for the farm.

Column (9) - "Total Cropland." The entry in this column will be the sum of the corrected entries on line 18, columns (A) and (C), section X, of NER-422, in counties not using aerial photographs in 1940, or the entry on line 18, column (C), section X, of NER-422 for farms in counties in which aerial photographs were used in 1940.

Column (10). No entry required.

Column (11) - Correct the heading of this column to read: "Preliminary Allotment." In this column the county committee will enter the preliminary 1940 tobacco acreage allotment. In making this determination, particular attention should be given to the relationship between the 1940 acreage allotment and the 1939 and the 1940 acreage of tobacco harvested.

Column (12) - "Community Committee Recommendation." The entry in column (12) will be made by the community committee for the community in which the farm is located.

The community committee will review the county committee preliminary allotments and make such recommended changes as they

feel are necessary from their knowledge of the land, labor, equipment, and shed room available for the production of tobacco on the farm and the need for an economic unit, remembering always that all farms in the county which are similar with respect to the above factors should have allotments which are similar, and that the amount of allotment available for farms participating in the Program cannot be exceeded.

Column (13) - "County Committee Recommendation." The county committee will review the entries of the community committee made in column (12), together with all other known facts, and make such adjustments in the community committee recommendations as they feel are necessary to effect a fair and equitable distribution of that portion of the county allotment available for farms for which allotments are being determined. If the county committee determines that no change should be made in the community committee recommendations as entered in column (12), the entry in column (12) will be transferred to column (13).

At this point, all columns in which entries have been made on NED-24 should be totaled.

Column (14) - "Adjusted" Allotments. If the sum of all allotments, as entered in column (13), including any allotments for new farms listed in 1940 for the first time, is less than the total county allotment available for such farms, the difference between the sum of column (13) and the total county allotment available for such farms may be used to increase at this point a part or all of the allotments as shown in column (13), in which event such increased allotments will be entered in column (14), making sure that the total of such increased allotments does not exceed the allotment available for such farms; or, if considered desirable, such difference may be kept as a reserve from which to grant appeals. If for any farm a change in allotment is made from the entry in column (13) and entered in column (14), than all allotments as entered in column (13) which are not so changed will be transferred to column (14).

If the sum of the allotments as shown in column (13) is more than the acreage available for such farms, there will be entered in column (14) allotments the sum of which shall not exceed the total allotment available for such farms. Such reduction in the sum of allotments determined will be effected either by making a pro-rata adjustment in all allotments as entered in column (13), or by reducing part of such allotments on an individual farm basis if this can be done without creating inequitable allotments. Column (14) will be totaled prior to the submission of the listing sheets to the State office for audit if there are any entries therein.

Column (15) - "Approved" Allotment. When the listing sheets have been returned from the State office, any further adjustments which may be required in the allotments shown in column (14) will be entered in column (15) in red ink.

The allotment in column (15) as finally corrected is the allotment to be entered on the farm notice, and no further change should be made in the figures in column (15). If no entry is required in column (15), the allotment in column (14) will be entered on the farm notice.

Column (16) - "Final" Allotment. This column is reserved for the final allotment as determined for each farm after adjustments made subsequent to the mailing of allotment notices, including the granting of increases on appeals of farmers made during the regular appeal period. All adjustments in allotments, other than those directed by the State office, made after the listing sheets are returned by the State office, will be entered in column (16) and must be supported in the county office by a properly executed copy of NED-33. No adjustments, however, will be made in any allotment after the crop is planted or the closing date, June 1, 1941, whichever is earlier, except such adjustments as are authorized in section VIII of NER-517.

If any adjustment is made in an acreage allotment after NED-34 for the commodity has been submitted to the State office, any such change must be supported by two copies of NED-33, one copy to be retained in the county office and the other to be forwarded immediately upon completion to the State office for approval. The State committee may also require that a copy of each NED-33 executed between the time that the listing sheets are forwarded to the State office for audit and the time that NED-34's are forwarded to the State office be sent to the State office upon completion.

All allotments as shown in column (14) or column (15) which are not later adjusted will at the end of the appeal period be transferred as final allotments to column (16).

The sum of all allotments as entered in column (16) shall not exceed the total county allotment available for all farms for which allotments have been determined.

B. Determination of Yields.

Column (17) - "Preliminary Yield." Enter in this column the preliminary program yield for the farm as determined by the county committee, in accordance with the following instructions:

1. Old Farms. The program yield for any farm on which tobacco was produced in one or more of the five years 1936-1940 shall be determined on the basis of the yield determined for the farm in 1940 or on the basis of the yields of tobacco made on the farm in the five years 1935-1939, taking into consideration the soil and other physical factors affecting tobacco production on the farm and the yields obtained on the farms in the locality which are similar with respect to such factors.

2. New Farms. The program yield for any farm on which tobacco was produced in 1941 for the first time since 1935 shall be that yield per acre which is fair and reasonable for the farm as compared with yields determined for other farms in the locality on which the soil and other physical factors affecting the production of tobacco are similar.

Column (18) - "Total Yield." The entry for this column will be the product of the entries in column (17) and column (14). Column (18) will be totaled prior to the submission of NER-313, NER-413, and NED-24 to the State office for audit.

Column (19) - "Approved" Yield. If the result obtained by dividing the total of column (18) by the total of column (14) is in excess of the county program yield, the percentage which the program yield is of the weighted average yield so determined may be entered at the top of column (19) and may be applied to each entry in column (17), and the results obtained entered in column (19), or, if it will not result in inequities, adjustments may be made in the yields determined for several of the individual farms. If the result obtained by dividing the total of column (18) by the total of column (14) is less than the county program yield, then the entries in column (17) may be multiplied by the percentage which the weighted average is of the program yield and the results entered in column (19).

If the county committee adjusts a program yield as the result of a producer's appeal, such adjusted yield will be entered above the original entry in column (19) and the original entry will be lined through. The weighted average yield for all farms listed after any such adjustments have been made shall not exceed the program yield established for the county.

Column (20) - Enter in this column, in red ink, such revisions in yields as may be requested by the State committee on the basis of the State office audit.

Column (21) - "Serial No." Enter in this column the farm serial number as listed in column (1) of NER-312 for the farm.

SECTION V. CHANGES ON NED-24

No erasures shall be made on NED-24.

A. By the County Office.

If it becomes necessary to change any entries on NED-24, a single line should be drawn through the existing entry and the corrected figure should be inserted in ink above the original. Such changes will be initialed by the person making them, except for changes supported by NED-33 (Record of Adjustments). This also applies to changes in totals.

B. By the State Office

No entries or changes will be made on NED-24 by the State office except to indicate correct totals or products. Such changes or entries will be made in red ink and will be initialed by the person making them.

A. W. Manchester

A. W. Manchester
Director, Northeast Division

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Northeast Division

Issued December 17, 1940

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COUNTY COMMITTEE INSTRUCTIONS FOR DETERMINING 1941 COMMERCIAL VEGETABLE ACREAGE ALLOTMENTS

1941 Agricultural Conservation Program

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SECTION I. FARMS FOR WHICH COMMERCIAL VEGETABLE ALLOTMENTS WILL BE DETERMINED

In counties designated as commercial vegetable counties under the 1941 Program, acreage allotments for commercial vegetables shall be determined for each farm on which the average acreage of land normally planted to commercial vegetables is 3 acres or more and may be determined for other farms on which there will be planted 3 acres or more of commercial vegetables in 1941.

Commercial vegetables means the planted acreage of annual vegetables and truck crops and the harvested acreage of perennial vegetables, of which any portion of the production is sold to persons not living on the farm, except: (1) such crops grown in home gardens for use on the farm, (2) Irish potatoes, (3) specific vegetables for processing, in specified counties, which have been determined to be non-commercial by the Agricultural Adjustment Administration, (4) dried beans, cowpeas, blackeyed peas, bulbs and flowers, and watermelons, and (5) sweet potatoes, strawberries, and cantaloupes, except in areas designated by the Agricultural Adjustment Administration upon recommendation of the State committee. This definition includes all vegetables for processing, such as peas for canning or freezing, sweet corn for canning, and tomatoes for canning unless specifically determined to be non-commercial vegetables for 1941 in specified counties and such determinations have been approved by the Director of the Northeast Division.

SECTION II. BASIS FOR DETERMINING ALLOTMENTS

A. Old Farms.

The commercial vegetable acreage allotment will be determined for any farm on which 3 acres or more of vegetables were produced in one or more of the years 1936-1940 on the basis of: (1) the acreage of vegetables customarily grown on the farm as reflected in the average acreage grown on the farm during two or more of the years 1936-1940, (2) production facilities, (3) good soil management, (4) tillable acreage on the farm, (5) type of soil, and (6) topography. The vegetable acreage allotment for any such farm should be comparable with vegetable acreage allotments for other farms in the same community which are similar with respect to the factors named above.

B. New Farms.

The commercial vegetable allotment for any farm on which 3 or more acres of commercial vegetables will be produced in 1941 for the first time since 1936 shall be determined on the basis of the commercial vegetable producing experience of the operator and such of the following factors as may be applicable: (1) production facilities, (2) good soil management, (3) tillable acreage on the farm, (4) type of soil, and (5) topography. The commercial vegetable allotment for any such farm should be comparable with commercial vegetable acreage allotments for other farms in the same community which are similar with respect to the factors named above.

SECTION III. LIMIT OF ALL FARM ACREAGE ALLOTMENTS

A. State Limits.

The total of the commercial vegetable allotments determined for all farms in designated commercial vegetable counties in the State shall not exceed the sum of the 1940 acreage of corn and peas for processing and the 1936-37 average acreage of other commercial vegetables on all farms in the county, on which the average acreage of land planned to corn and peas for processing in 1940 and other commercial vegetables in 1936-1937 was 3 acres or more, and on all other farms on which commercial vegetable acreage allotments are determined in 1941.

B. County Limits.

The total of the commercial vegetable acreage allotments determined for all farms in a designated commercial vegetable county shall not exceed the commercial vegetable allocation to the county as approved by the State committee. The total of the commercial vegetable acreage allotments determined for farms participating in the 1941 Program shall not exceed their proportionate share of the county commercial vegetable allotment.

SECTION IV. DETERMINATION OF ALLOTMENTS

Entries on Form NED-24.

All entries on form NED-24 will be made in ink. County office entries will be made in blue or black ink and entries, if any, made at the direction of the State office will be in red ink.

Column (7) - "1940 Acres." Enter here the acreage of vegetables classified as commercial vegetables in 1940 as shown on line 5, column A, section XI of NER-422.

Column (8) - "1940 Allotment." Enter here the 1940 commercial vegetable allotment determined for the farm as shown in column (15) of NER-413. Make sure that this entry is the final approved 1940 commercial vegetable allotment including any adjustment made as the result of applying the 90-110% provision.

Column (9) - "Total Cropland." The entry in this column for each farm will be the sum of the corrected entries on line 18, columns (a) and (c), section X of NER-422 in counties not using aerial photographs in 1940; or the entries on line 18, column (c), section X of NER-422 for farms in counties using aerial photographs in 1940.

Column (10) - "1940 Acreage of Corn and Peas For Processing." Change the heading to read "1940 Processing Corn and Peas." The entries in this column will be made in accordance with the instructions in section V-D after farm visits have been completed in connection with farm notices.

Column (11) - "Preliminary Allotment." Change the column heading to read "Preliminary Allotment." Enter in this column the determination made by the county committee as to the number of acres of commercial vegetables which most equitably represents the farm's fair share of the total acreage allotment available for farms for which allotments are being determined. In making this determination particular attention should be given to the relationship of the 1940 acreage allotment determined for the farm to the acreage of commercial vegetables on the farm in 1939-1940. No adjustment will be made at this point for any change in the classification of commercial vegetables under the 1941 Program which did not exist under the 1940 Program.

Column (12) - "Community Committee Recommendation." The community committee will review the preliminary allotments entered in column (11) and enter in column (12) any revision recommended on the basis of their knowledge of the farm with respect to the factors enumerated in section II above. Enter a check mark (✓) in column (13) if no revision is recommended.

Column (13) - "County Committee Recommendation." The county committee will review the entries made by the community committee in column (12) and enter in column (13) any revision they feel would effect a more fair and equitable distribution of that portion of the county allotment available for farms for which allotments are being determined. If no change is recommended by the county committee transfer the entry from column (12) to column (13). If no entry appears in column (12), transfer the entry from column (11) to column (13). In no event should an allotment of less than 3 acres be entered in column (13).

At this point, all columns except column (12) in which entries have been made on NED-24 should be totaled as well as columns (3) and (4) of NER-313 and column (6) of NER-413.

Column (14) - "Adjusted Allotments." If the sum of all allotments, as entered in column (13), including any allotments for new farms listed in 1941 for the first time, is less than the total county allotment available for such farms, the difference between the sum of the entries in column (13) and the total county allotment available for such farms may be used at this time to increase a part or all of the allotments, in which event such increased allotments will be entered in column (14), making sure that the total of such allotments does not exceed the allotment available for such farms; or, if considered desirable, such difference may be kept as a reserve from which to grant appeals, in which event, no entry will be made in column (14).

If the sum of the allotments as shown in column (13) is more than the acreage available for such farms, it will be necessary to enter in column (14), adjusted allotments, the sum of which shall not exceed the total allotment available for such farms. Such reductions will be effected either by making a pro-rata adjustment on all allotments or by reducing part of the allotments on an individual farm basis.

In any event, no adjusted allotment of less than 3 acres will be entered in column (14).

Column (15) - "Approved Allotment." Change the column heading to read "Approved Allotment." When the listing sheets have been returned from the State office, any further adjustments which may be required by the State office will be entered in column (15) in red ink.

The entry in column (15) as finally corrected, or if there is no entry in column (15) the entry in column (14), or if there is no entry in column (14), the entry in column (13), is the allotment to enter on the farm notice and no further changes should be made in the figures in these columns.

Column (16) - "Final Allotment." This column is reserved for the final allotment as determined for each farm after making any adjustment subsequent to farm visits to acquaint the farm operator with the allotment. All adjustments in allotments, other than those required by the State office after the listing sheets have been returned by the State office, will be entered in column (16), including adjustments resulting from appeals made during the regular appeal period. No adjustments, however, will be made in allotments after the crop is planted or the closing date, June 1, 1941, whichever occurs earlier, except such adjustments as are authorized in section VIII of NER-517. A copy of form NED-33 must be sent to the State office for approval for each adjustment of an individual farm acreage allotment after form NED-34 for the respective commodity has been sent to the State office. Copies of form NED-33 will not be forwarded to the State office for adjustments of individual farm allotments peior to this date unless required by the State committee. All allotments entered on the original farm notice and shown in columns (15), (14), or (13) which have not been adjusted later will be transferred as final allotments to column (16) at the end of the appeal period.

The sum of all allotments as entered in column (16) shall not exceed the total county allotment available for all farms for which allotments have been determined.

SECTION V. ADJUSTMENTS IN ALLOTMENTS AFTER FARM CONTACTS

Community committeemen, before delivering the farm notices, will inquire from the farm operator the number of acres of vegetables classified as commercial vegetables under the 1941 Program, which it is estimated will be planted on the farm in 1941.

A. Decrease in Farm Allotments.

If the operator estimates that his 1941 intended acreage will be substantially less than the commercial vegetable acreage allotment shown on the farm notice, all available copies of the farm notice will be returned to the county office together with a form NED 33 prepared for such farm showing the information required on the form and the acres of corn and peas for processing which were planted on the farm in 1940.

The county committee will reduce the allotment on the basis of the information shown on NED-33 and enter such reduced allotment in column (16) of NED-24 and forward a revised farm notice to the farm operator. In all such cases there will be added to the "county allotment available" on the "Commercial Vegetable Allotment Plus and Minus Tally Sheet" any acreage of corn and peas planted for processing on the farm in 1940 and also the difference between the allotment on the original farm notice and the new allotment appearing on the revised farm notice.

B. Farm Allotments Requiring No Adjustments.

In cases where the commercial vegetable allotment as shown on the farm notice is acceptable to the farm operator and his 1941 intended acreage of commercial vegetables is not substantially less than such allotment, the farm notice should be completed in accordance with section VII of NER-517. The person making the farm contact will obtain on form NED-33 the acreage of corn and peas for processing planted in 1940 on the farm, if any, and the signature of the farm operator.

Any such acreage of corn and peas for processing planted on the farm in 1940 will be added to the "county allotment available" on the "Commercial Vegetable Allotment Plus and Minus Tally Sheet."

C. Increase in Farm Allotments.

Where the allotment as shown on the farm notice is not acceptable to the farm operator, the community committeeman will return all available copies of the farm notice and assist the farm operator in preparing a form NED-33 showing the information required on the form and the acreage of corn and peas for processing which were planted on the farm in 1940.

After examining the information on the form NED-33, if the county committee determines that the allotment should be adjusted, a revised farm notice will be prepared and forwarded to the farm operator and such revised allotment will be entered in column (16) of NED-24.

In all such cases there will be added to the "county allotment available" on the "Commercial Vegetable Allotment Plus and Minus Tally Sheet" the acreage by which the acreage of corn and peas for processing which were planted on the farm in 1940 exceeds the increase in the farm allotment. If the increase in the allotment exceeds the acreage of corn and peas for processing planted on the farm in 1940, the amount by which the increase in the allotment exceeds the acreage of corn and peas for processing planted on the farm in 1940 will be subtracted from the "county allotment available" on the "Commercial Vegetable Allotment Plus and Minus Sheet."

In any of these cases where the allotment appearing on the farm notice is not acceptable to the farm operator and the county committee does not make any adjustment in such allotment, there will be added to the "county allotment available" on the "Commercial Vegetable Allotment Plus and Minus Tally Sheet" the acreage of corn and peas for processing planted on the farm in 1940.

D. Listing of 1940 Processing Crops.

All acreages of corn and peas for processing planted on the farm in 1940, as shown on forms NED-33, will be entered in column (10) of NED-24.

SECTION VI. CHANGES ON NED-24

No erasures shall be made on NED-24.

A. By the County Office.

If it becomes necessary to change any entries on NED-24, a single line should be drawn through the existing entry and the corrected figure should be inserted in ink above the original. Such changes will be initialed by the person making them, except for changes supported by NED-33 (Record of Adjustments). This also applies to changes in totals.

B. By the State Office.

No entries or changes will be made by the State office except to indicate correct totals or products. Such changes or entries will be made in red ink and will be initialed by the person making them.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Northeast Division

Issued November 27, 1940

STATE COMMITTEE INSTRUCTIONS IN CONNECTION WITH 1941 FARM ACREAGE ALLOTMENTS AND PROGRAM YIELDS

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SECTION I. COUNTY ACREAGE ALLOTMENTS AND YIELDS

A. County Potato Allotments.

The State potato acreage allotment will be distributed to the counties by the State committee with the approval of the Director of the Northeast Division; however, the allotment distributed to any county shall not exceed the county potato acreage allotment determined by the Agricultural Adjustment Administration with the assistance of the State committee.

County potato acreage allotments will be allocated as follows:

1. An acreage for allotment to farms for which allotments were determined in 1940. This will not be more than the sum of the final 1940 allotments after adjustment for the 90-110% provision (the corrected total of column (15) of NER-413) for such farms.

2. An acreage of not more than the difference between item 1 above and the total allotment assigned to the county for the same farms by the State committee under the 1940 Program. This acreage to be used for necessary and proper adjustment of allotments on farms for which allotments were determined in 1940 and for allotments, if justified, to farms which, prior to 1941, grew an acreage of potatoes insufficient to warrant an allotment but which in 1941 apply for a potato allotment.

Any additional county allotment for these farms in excess of this limit must be approved by the Director of the Northeast Division in writing in advance of its release to a county committee.

3. An acreage for allotment to farms not previously listed but which normally produce 3 acres or more of potatoes. This acreage may only be released to the county committee by the State committee upon a request of the county committee supported by the annual acreage history for these farms for the years since 1935. The total of the acreages allotted to all counties under this item shall not exceed the acreage in the State reserve for such farms.

B. County Tobacco Allotments.

The State tobacco acreage allotment will be distributed to the counties by the State committee with the approval of the Director of the Northeast Division.

County tobacco acreage allotments will be allocated as follows:

1. An acreage for allotment to farms for which allotments were determined in 1940. This will not be more than the sum of the final 1940 allotments after adjustment for the 90-110% provision (the corrected total of column (15) of NER-413) for such farms.

2. An acreage of not more than the difference between item 1 above and the total allotment assigned to the county for the same farms by

the State committee under the 1940 Program. This acreage to be used for necessary and proper adjustment of allotments on farms for which allotments were determined in 1940 and for allotments to farms which grew no tobacco in any of the years 1936-1940, but which grow tobacco in 1941.

Any additional county allotment for these farms in excess of this limit must be approved by the Director of the Northeast Division in writing in advance of its release to a county committee.

3. An acreage for allotment to farms not previously listed but which normally produce tobacco. This acreage may only be released to the county committee by the State committee upon a request of the county committee supported by the annual acreage history for these farms for the years since 1935. The total of the acreages allotted to the counties under this item shall not exceed the acreage in the State reserve for such farms.

C. County Commercial Vegetable Allotments.

The State commercial vegetable acreage allotment will be distributed by the State committee with the approval of the Director of the Northeast Division to the commercial vegetable counties in the State.

County commercial vegetable acreage allotments will be allocated as follows:

1. An acreage for allotment to farms for which allotments were determined in 1940. This will not be more than the sum of the final 1940 allotments after adjustment for the 90-110% provision (the corrected total of column (15) of NMR-413) for such farms, with such adjustment as is reasonable and proper to reflect the adjustment which may be made necessary by the inclusion or exclusion of certain specific crops in the commercial vegetable classification for 1941 which represent a change in classification for such crops from 1940 and which change in classification has been approved by the Director of the Northeast Division.

2. An acreage of not more than the difference between the sum of the final 1940 allotments after adjustment for the 90-110% provision and the allotment assigned to the county for the same farms by the State committee under the 1940 Program. This acreage to be used for necessary and proper adjustment of allotments on farms for which allotments were determined in 1940 and for allotments, if justified, to farms which, prior to 1941, grew an acreage of commercial vegetables insufficient to warrant an allotment but which in 1941 apply for a commercial vegetable allotment.

Any additional county allotment for these farms in excess of this limit must be approved by the Director of the Northeast Division in writing in advance of its release to a county committee.

3. The State Committee may provide that the allotment available to the county committee in items 1 and 2 above may be automatically increased by an amount not to exceed the 1936-1937 average acreage of commercial vegetables on farms whose 1936 and 1937 commercial vegetable acres are not at present listed on the commercial vegetable commodity listing sheets, and which normally produce 3 or more acres of commercial vegetables and the 1936-1937 average acreage of other farms which request a commercial vegetable allotment in 1941. The State committee, however, may retain all or part of this acreage in the State reserve.

The State committee may also, upon the request of a county committee, make an additional allocation from its State reserve, provided that the total of these acreages may not exceed the acreage available in the State reserve for such allocation. The additional acreages provided for in this item 3 should be used, first, to provide acreage allotments for those farms normally producing 3 or more acres of commercial vegetables but for which acreage allotments were not determined under the 1940 Program and, second, to provide adequate allotments for those counties in which it has been determined there has been or will be in 1941 a shift into commercial vegetables from other crops.

D. Approved County Yields.

County program yields for potatoes and tobacco are established by the Secretary of Agriculture and each State committee will be notified of such proposed yields. Any requests for adjustments in such yields should be addressed to the Director of the Northeast Division with a complete statement of the reasons and facts supporting such request.

SECTION II. AUDIT OF NER-313, NER-413, AND NED-24

All forms NER-313, NER-413, and NED-24 for each commodity other than wheat will, not later than January 31, 1941, be forwarded in accordance with instructions contained in NER-517 to the State office for audit.

A. Check Against Applicable County Limits.

Upon receipt in the State office of forms NER-313, NER-413, and NED-24 from the county office, an audit will be made sufficient to determine that the allotments and yields as determined by the county committee do not exceed applicable county limits. For each commodity such audit will be made as follows:

1. Potatoes.

Determine that the sum of the potato allotments established for all farms in the county and entered in column (14) of NED-24, or in column (13) if there is no entry in column (14), does not exceed the proportion of the approved county potato acreage allotment allocated by the State committee for such farms.

Determine that the weighted average of all approved yields as entered in column (19) of NED-24 is not in excess of the approved county potato yield.

2. Tobacco.

Determine that the sum of the tobacco allotments established for all farms in the county and entered in column (14) of NED-24, or in column (13) if there is no entry in column (14), does not exceed the proportion of the approved county tobacco acreage allocated by the State committee for such farms.

Determine that the weighted average of all approved yields as entered in column (19) of NED-24 is not in excess of the approved county tobacco yield.

3. Commercial vegetables.

Determine that the sum of all commercial vegetable acreage allotments as shown in column (14) of NED-24, or in column (13) if there is no entry in column (14), does not exceed the commercial vegetable allotment allocated to the county by the State committee.

B. State Office Corrections on NED-24.

If it is determined that the weighted average of the yield figures in column (19) is in excess of the approved county yield, no adjustment will be made in such yield figures by the State office. At the time the listing sheets are returned to the county office, however, the county committee will be advised of the amount of reduction to be made in such yields and instructed to effect the necessary reduction before allotment farm notices are prepared.

If it is determined that the sum of all acreage allotments as entered in column (14) exceeds the limits specified in subsection A above, individual farm allotments will not be revised by the State office, but the county committee will be advised, at the time the listing sheets are returned to the county office, of the amount of total reduction required in the allotments as shown in column (14), and the county committee will be instructed to make revisions in the farm allotments so that the total will be reduced by that amount before farm notices are prepared.

The district agent of the State committee will be responsible for reviewing and approving, if found correct, the adjustments made by the county committee at the State committee's request before allotment farm notices are mailed to farmers.

C. Tabulation of County Totals.

A tabulation by counties will be made by the State office before returning the listing sheet to county offices, showing for each county the totals of columns (3) and (4) of NER-313, column (6) of NER-413, and columns

(7), (9), (14), and (18) of NED-24. This tabulation will be made in such a way as to permit the addition to the totals of later increases in allotments and the annual acreage history on the basis of which such allotment increases were made.

SECTION III. APPROVAL AND RETURN OF NER-313, NER-413, AND NED-24

As soon as the audit of NER-313, NER-413, and NED-24 has been completed, the forms will be returned to the county office accompanied by:

1. A statement of any corrections or adjustments to be made in the figures, as outlined in section II-B above, prior to the preparation and issuance of allotment farm notices.

2. A statement of any unallotted acreage or reserve acreage available for use in making adjustments.

3. A statement of any production still available for adjustment of yields.

4. The statements required above will be made to the county committees by the State office on or attached to form NER-526. A copy of this form is attached to this bulletin and a mimeographed supply will be forwarded to each State office by the Regional Office. In addition to the information required in items 1, 2, and 3 above, the State committee will point out any other facts or suggestions which in their opinion are pertinent to such report. This form will be prepared in triplicate, the original copy for the county committee, one copy for the Regional Office, and one copy for the State office records.

5. The State committee will also call to the attention of the county committee the fact that all changes in individual allotments and yields made after the State office audit must be supported in the county office by a properly executed form NED-33. The State committee may require that copies of such NED-33's, executed between the time of the audit and the time of submission of NED-34's to the State office, be sent to the State office. If it is so required, the county committee should be so advised on NER-526. It is required that copies of NED-33 completed after the submission of NED-34's to the State office be forwarded to the State office immediately upon completion.

SECTION IV. USE OF PLUS AND MINUS TALLY SHEET (NED-32)

For the purpose of maintaining in all counties a uniform record of the allotments and yields as originally determined by the county committee, together with any subsequent adjustments, the county committee will maintain for each commodity a Plus and Minus Tally Sheet (NED-32). This sheet is designed in such a manner that at any time the acreage of such commodity allotted to farmers in the county by the county committee can be readily ascertained.

The district agent of the State committee will be responsible for seeing that these NED-32's are properly maintained in the county office in accordance with the instructions contained in NER-517.

SECTION V. USE OF ALLOTMENT CHECK SHEET (NED-34)

Three copies of the Allotment Check Sheet (NED-34) will be forwarded to and retained in the State office for use in auditing 1941 applications for payment. They will be forwarded to the State office immediately following the last date for making adjustments in individual farm allotments, which will be June 1, 1941, or the beginning of the planting season for the commodity, whichever is earlier. Upon receipt of the NED-34's in the State office, the State office will total the sum of the acreage allotments shown thereon for each commodity to determine whether or not such totals are within or in excess of the acreage available for allotment in each county for each commodity.

No 1941 application for payment should clear the State office which shows for any farm an acreage allotment or program yield different from the allotment or yield shown for the farm on NED-34. It will be necessary for the State office to make such changes on NED-34 as are supported by an NED-33 properly executed in accordance with the instructions in NER-517 and which changes meet with the approval of the State committee.

SECTION VI. REPORTS TO REGIONAL OFFICE

The State office will forward to the Regional Director the data indicated below:

1. A copy of each original advice of allotment and yield forwarded by the State committee to county committees. This copy should be forwarded to the Regional Office at the same time the advice is sent to the county.

2. A copy of each subsequent advice of allotment or yield which constitutes a change from the original advice sent to each county by the State committee. This copy should be forwarded to the Regional Office at the same time any such advice is sent to the county. All advices to counties which have the effect of increasing the allotment to any county should state the reasons for the additional allocation. For example, if an additional potato acreage allotment is allocated to a county to be used by the county committee for farms with previous acreage history but which have not been previously listed on the county listing sheets, the advice of change in county allotment should show the 1936, 1937, 1939, and 1940 acres of the commodity for the farms involved as submitted to the State office by the county office when the increase was requested.

3. A copy of each Allotment Audit Report (NER-526) for each county. This copy should be forwarded to the Regional Office as soon as the audit for the county is completed.

4. Upon receipt of all NED-34's from each county but not later than July 1, 1941, there should be submitted a State summary of such NED-34's by counties, containing the following information for each commodity:

a. The number of allotments established.

b. The acreage allotted to farmers.

c. The increase in the 1936, 1937, 1939, and 1940 historical acreage now being carried on the county committee's listing sheets resulting from the inclusion of new farms in 1941, or for any other reason.

Issued November 27, 1941, with the approval of the Administrator of the Agricultural Adjustment Administration.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division

NER-526 (Sample)
UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Northeast Division

COUNTY_____

STATE_____

ALLOTMENT AUDIT REPORT

1941 Agricultural Conservation Program

_____, Chairman County Committee

Date_____

_____ County Agricultural Conservation Association

Dear Sir:

There is shown in the following table totals obtained by the State office in the audit of the commodity listing sheets submitted by you and the recommendations and requirements of the State committee concerning your 1941 allotments and yields.

	Potatoes	Commercial Vegetables	Tobacco		
1. Total 1936 Acreage (Column (3) of NER-313)					
2. Total 1937 Acreage (Column (4) of NER-313)					
3. Total 1939 Acreage (Column (6) of NER-413)					
4. Total 1940 Acreage (Column (7) of NED-24)					
5. Allotment Assigned by State Committee for Listed Farms					
6. Total Acreage Allotted by County Committee (Total NED-24, Column(13) or (14)					
7. Assigned Allotment not Used (line 2 minus line 3)					
8. County Program Yield					
9. Weighted Average of Yields Determined					
10. Percentage by Which All Yields May be Increased					

Lines 1, 2, 3, 4, and 6 show corrected totals. Any necessary corrections have been made by the State office in the totals of columns (3) and (4) of NER-313, (6) of NER-413, and (7) and (14) of NED-24.

If the figure shown on line 7 or 10 is in red, the county committee must reduce all or a part of the allotments or yields by the amount shown.

11. Other Recommendations and Requirements:

_____
For the State Committee

NER-518 - Supplement (1)
(N. Y., N. J., and Pa.)

Issued December 20, 1940.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Division

STATE COMMITTEE INSTRUCTIONS IN CONNECTION WITH 1941 FARM ACREAGE ALLOTMENTS AND PROGRAM YIELDS

Section I of NER-518 is hereby amended by the addition of the following subsection E, which is applicable in New York, New Jersey, and Pennsylvania only:

E. Conservation Acreage Goals.

The following percentage factors will be used in computing conservation acreage goals for individual farms in New York, New Jersey, and Pennsylvania, unless a different percentage is determined by the State committee and approved by the Regional Director. The State committee will notify each county committee of such percentage factor as a part of the State committee advice of allotment and yield for the county:

NEW YORK

Nassau and Suffolk counties: No factors applicable because of special county programs.

All other counties: 30 Percent

NEW JERSEY

Bergen county:	28 Percent
Essex county:	37 "
All other counties:	30 "

PENNSYLVANIA

Commercial corn counties:	No factors applicable.
Philadelphia county:	20 Percent
All other counties:	30 "

Issued December 20, 1940, with the approval of the Acting Administrator of the Agricultural Adjustment Administration

A. W. Manchester

A. W. Manchester,
Director, Northeast Division.

N76B

NER-521

Issued July 3, 1941

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Northeast Region

1941 Agricultural Conservation Program

COUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL OF 1941 APPLICATIONS FOR PAYMENT (NER-520)

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SECTION I. GENERAL

A. Form to be Used. All applications for payment under the 1941 Agricultural Conservation Program will be filed on form NER-520.

B. Land to be Included Under a Single Application. A single application for payment shall cover neither more nor less than a farm as defined in bulletin NER-500, Section XII, subsection C.

C. Persons Eligible to File Application. Except as provided in subsection F of this Section I, an application for payment with respect to a farm may be filed by any person for whom a share in the payment with respect to the farm may be computed, and:

1. Who as of the time of harvest is entitled to share in any of the crops grown on the farm under a lease or operating agreement or as owner-operator; or

2. Who is owner or operator of such farm and participates thereon in 1941 in carrying out approved soil-building practices.

D. Method of Preparation, Signature, and Transmittal.

1. Method of Obtaining Signature of Applicants. The representations of the applicant and certifications of the county committee on form NER-520 permit the adoption of a procedure for obtaining the signatures of applicants either before or after the data from which payment will be computed have been entered on the application form. The applicant in signing the 1941 application for payment (Form NER-520) makes application for the payment determined by the Agricultural Adjustment Administration to be due him under the 1941 Program, rather than as in 1940 for the payment computed from data shown on the application at the time of signature. This change in the application for payment form has been made in order to permit the farm checker, insofar as possible, to obtain the signatures of applicants on form NER-520 at the time of checking performance on the farm. It is recommended that, insofar as possible, the signatures of applicants be obtained by farm checkers at the time of checking performance, in all cases except where it is apparent at the time of checking performance that there will be no payment due any person on the farm for which an application may be submitted.

In all cases where the signatures of applicants are obtained before the data from which payment is to be computed are shown on the application, it is required that a completed application for payment showing all of the basic data for the farm be mailed or otherwise furnished to each applicant at least 5 days prior to the transmittal of the application to the State office. The submittal of the completed application to the applicant prior to the time of transmittal to the State office should be accompanied by a notice to the effect that he should notify the county office immediately of any error in or an ommission of data shown on the application.

Irrespective of the method used in obtaining the signatures of applicants, the original (white) copy of form NER-520 is the only copy on which the signature of the applicant is required.

2. Number of Copies. Except for the signature of applicants, each application for payment will be prepared in the county office in quadruplicate, including the original (NER-520) and three additional copies, NER-520-a. The original (white) and first (yellow) copy will be transmitted to the State office. The second (blue) copy will be retained in the county office files, and the third (pink) copy should be mailed to or otherwise furnished the applicant.

E. Farms for which Application for Payment are Required. An application for payment shall be filed under the 1941 Program for the following farms:

1. Any farm on which a person is entitled to share in the crops for which payment or deduction may be computed, provided such person also files an application or has been furnished conservation materials with respect to any other farm in the county.

2. Any farm furnished conservation material and on which a deduction has been incurred for excess acreages, for failure to maintain practices in 1941 for which payment was made under previous programs, or for any practice defeating the purpose of the program.

3. Any farm on which conservation material furnished for use under the 1941 Program (including material carried over from 1940 and for which only a single deduction was made) is not properly used.

4. Any farm on which conservation materials have been furnished in an amount greater than that authorized under the 1941 Program.

F. Farms for which no Application for Payment should be Filed Unless Required by Provisions of Subsection E (above) of this Section I. Unless required by the provisions of items 1, 2, 3, or 4 of subsection E of this Section I, no application for payment should be filed for the following farms:

1. Any farm for which a net payment of more than $1.00 prior to deduction of county association expense could not be made; or

2. Any farm on which no practices are carried out or other performance rendered, except practices carried out with the conservation materials furnished.

G. Notice to Farmers of No Payment.

1. All applicants who sign applications for payment under the 1941 Program, and for whom it is later determined that no payment is due, shall be notified by the county committee to that effect and the reason therefor as soon as it is determined that no payment is due. In cases where no payment is made to the applicant by reason of having all been applied in payment of an indebtedness to the Government, such no payment notice shall accompany the applicant's copy of Form ES-300 showing a revision in the indebtedness of the applicant.

2. The operators of all farms enrolled in the Program, for which a 1941 report of performance is obtained and for which there is no payment, will also be notified by the county committee as soon as the information is available,

in all cases where an application for payment is not prepared and submitted to the applicants for signature, that no application for the farm has been prepared, and the reason therefor.

3. Operators who sign an application and it is determined later that the net payment for the farm would be $1.00 or less should be notified that, because of high costs in handling such applications compared to the amount of payment, their application will not be submitted unless they request the county office to do so within 15 days.

4. Operators who have not submitted a signed application for a farm on which it is determined from the report of performance for the farm that a payment of more than $1.00 cannot be made should be notified to that effect and that because of high costs in handling such applications compared to the amount of payment no application will be prepared for their signature and submitted for payment unless they submit a written request to the county committee or appear at the county office personally within 15 days.

Any notice made in accordance with the above instructions should contain an explanation as to why no payment is made or application submitted. A copy of all such notices showing date of issuance shall be retained in the county office files.

SECTION II. ENTRIES TO BE MADE BY THE COUNTY OFFICE

Entries to be made by the county office on form NER-520 are indicated on the form by dotted horizontal lines. All solid horizontal lines indicate spaces to be used only in Washington. All spaces left blank will be regarded as "zero" entries, except that zero entries on line 3 of Section III must be indicated by entering a "0" in all cases where there is an entry in the same column on line 2. All figures shown on the application (acreage, percentage, and units) shall be expressed to the nearest tenth; hundredths amounting to five or less shall be dropped, and hundredths amounting to more than five shall be considered a whole tenth.

A. State and County Code and Serial Number. Enter in the space provided in the upper right-hand corner the State and county code and farm serial number used in 1941 to designate the farm covered by the application.

B. Entries for Section III, "Payments in Connection With Allotment Crops." There will be entered in Section III yield acreage allotment and 1941 acreage data in connection with crops for which a payment or deduction may be computed. In all cases where there is an entry on line 2 of Section III, there must also be an entry in the same column on line 3.

The entries to be made in Section III and the sources from which such entries will be obtained are as follows:

Entry	Source of Entry
1. Conservation Acreage--Column (B):	
Line 2, Conservation Acreage Goal. Leave blank.	Line 1, Column (D).

Entry	Source of Entry
This figure will be entered in Washington	Section XI, NER-522.
Line 3, 1941 Conservation Acreage. In New York, except Nassau and Suffolk Counties, New Jersey, and Pennsylvania, except in the commercial corn area, and in counties officially designated as drought counties, enter for all farms for which a tobacco, wheat, or potato acreage allotment is determined the acreage of erosion-resisting crops and land uses on the farm.	Line 1, Column (D), Section XI, NER-522.

2. Corn--Column (C):

Entries are to be made in this column only for farms in the commercial corn area in Pennsylvania. For other farms, make no entries in Column C.

Line 1, Yield per Acre. For farms for which a corn payment or deduction may be computed, enter here the 1941 program yield for corn determined for the farm.	Line 2, Column (B), Section XI, NER-522.
Corn Usual Acreage. Also, for all farms for which the 1941 acreage of corn as shown on line 3, Column C, exceeds the corn acreage allotment and the usual acreage of corn determined for the farm is more than 10 acres, change the heading of Column B to "C.U." (for corn usual), and enter on line 2 of Column B the usual acreage of corn determined for the farm.	Line 2, Column (A), Section XI, NER-522.
Line 3, 1941 Acreage. Enter here for all farms the 1941 planted acreage of corn.	Line 2, Column (D), Section XI, NER-522.

3. Tobacco--Column (D):

Enter in the space provided at the top of Column D the type of tobacco grown on the farm. For example, "41", "52", "53".

Line 1, Yield per Acre. For farms for which a tobacco payment or deduction may be computed enter here the 1941 program yield for tobacco as determined for the farm.	Line 3, Column (B), Section XI, NER-522.
Line 2, Tobacco Acreage Allotment. Enter here the 1941 tobacco acreage allotment determined for the farm.	Line 3, Column (C), Section XI, NER-522.

Entry	Source of Entry
Line 3, 1941 Tobacco Acreage. Enter here for all farms the acreage of tobacco harvested in 1941.	Line 3, Column (D), Section XI, NER-522; or Section VII, NER-523.
4. Wheat--Column (E):	
Line 1, Yield per Acre. Enter here for all farms for which a wheat payment or deduction may be computed the 1941 program yield determined for the farm.	Line 4 or line 5 (as the case may be), Column (B), Section XI, NER-522.
Line 2, Wheat Acreage Allotment. Enter here the 1941 wheat acreage allotment preceded by the symbol "a" for all wheat allotment farms and for non-wheat-allotment farms on which the acreage planted to wheat does not exceed the wheat acreage allotment. For all other farms enter the usual acreage of wheat determined for the farm. Enter no usual acreagesof less than 10 acres.	Line 4 or line 5 (whichever is applicable), Column (C), Section XI, NER-522.
Line 3, 1941 Wheat Acreage. For all farms for which a wheat acreage allotment is shown on line 2, Column E, enter here the 1941 acreage planted to wheat on the farm.	Line 4, Column (D), Section XI, NER-522.
For all other farms enter here the 1941 harvested acreage of wheat on the farm.	Line 5, Column (D), Section XI, NER-522.
5. Potatoes--Column (F):	
Line 1, Yield per Acre. For all farms for which a potato payment or deduction may be computed enter here the 1941 program yield for potatoes determined for the farm.	Line 6, Column (B), Section XI, NER-522.
Line 2, Potato Acreage Allotment. Enter here the 1941 potato acreage allotment determined for the farm.	Line 6, Column (C), Section XI, NER-522.
Line 3, 1941 Potato Acreage. Enter here for all farms the 1941 planted acreage of potatoes	Line 7, Column (D), Section XI, NER-522; or Section VII, NER-523.
6. Commercial Vegetables--Column (G):	
Line 1, Vegetables for Processing. For farms for which a commercial vegetable allotment is determined enter here the 1941 planted acreage of tomatoes, peas, corn, snap beans, and lima beans grown for processing.	Line 7, Column (B), Section XI, NER-522.

Entry	Source of Entry
Line 2, Commercial Vegetable Acreage Allotment. Enter here the 1941 commercial vegetable acreage allotment determined for the farm.	Line 7, Column (C), Section XI, NER-522.
Line 3, 1941 Commercial Vegetable Acreage. For all farms in commercial vegetable allotment counties only. Enter here the 1941 planted acreage of commercial vegetables (not including the acreage of tomatoes, peas, corn, snap, beans, and lima beans grown for processing).	Line 7, Column (D), Section XI, NER-522; or Section VII, NER-523.

C. Entries for Section IV, "Payments in Connection with Soil-Building Practices." The entries to be made in Section IV and the sources from which such entries are to be obtained are as follows:

Entry	Source of Entry
1. Column H, Practice Code. Enter in this column on lines 1 to 7, inclusive, the code number of each soil-building practice carried out on the farm and approved by the county committee.	Column (H), Section XI, NER-522; or Column (E), Section IX, NER-523.
2. Column I, Practice Units. Enter in this column on lines 1 to 7, inclusive, the number of units of each practice the code number of which is entered in Column H. The term "units" as used herein means the quantity or amount of each practice for which a specific rate of payment has been established in accordance with bulletins NER-514 and NER-515 for the State. All units of liming practices (both regular and with conservation materials) shown to have been carried out shall represent tons of standard ground limestone, even though the liming material actually used was other than standard ground limestone.	Column (I), Section XI, NER-522; or Column (F), Section IX, NER-523.

In the case of soil-building practices for which a maximum payment per acre is provided in the practice, as contained in NER-514 and NER-515 for the State, but the rate of payment is a specified amount per unit of practice other than an acre, there will also be shown in Column I on the same line as the number of units of the practice the number of acres on which the practice was carried out. This applies to practice No. 20 in Massachusetts, practices Nos. 1 and 2 in Pennsylvania, and the practice for removal of diseased and uneconomic apple trees in all States.

In connection with practice No. 24 in New York, the number of units shown in column I will be preceded for 3 inch tile by "a", for 4 inch tile by "b", and for 6 inch tile by "c".

Also, in connection with the practice for removal of diseased and uneconomic apple trees in all States, the number of units of the practice as entered in Column I will for trees 5 to 12 inches in diameter be preceded by the letter "a", for trees 12 to 20 inches in diameter by the letter "b", and for trees more than 20 inches in diameter by the letter "c".

3. Column M, Line 1, Total Cropland. Enter here the total acreage of cropland on the farm in 1941. — Line 10, Column (A), Section XI, NER-522; or line 1, Column (B), Section IX, NER-523.

4. Column M, Line 4, Eligible Non-Crop Pasture. Enter here the acreage of fenced open non-crop pasture eligible for payment. — Line 12, Column (B), Section XI, NER-522; or line 2, Column (B), Section IX, NER-523.

5. Column M, Line 5, Commercial Orchards. Enter here the acreage of commercial orchards on the farm. — Line 13, Column (B), Section XI, NER-522; or line 3, Column (B), Section IX, NER-523.

D. Entries for Section V, "Signature".

1. Name and Address of Applicant. Enter on line 13 the typed name of each person entitled to share in the payment for the farm. If there is more than one person entitled to share in the payment for the farm, prepare and attach to the first copy an additional copy of NER-520 for each applicant. All copies of NER-520 for all persons on a farm shall be submitted simultaneously as a single farm application. In cases where additional copies of NER-520 are prepared, enter the State and county code and serial number on each copy, and on the copy showing the name of each applicant applicable data in Section VI in connection with the division of payment and deductions and conservation materials. Entries in Section III and IV of the application are required only on the copy for one of the applicants.

2. Signatures. A signature of each applicant should appear on line 12 and be obtained in accordance with the procedure outlined in subsection D, Section I, of this bulletin. Do not show on the application the signature (or the typed name) of any person other than those determined to share in the payment. If for any reason the signature of a person eligible to sign the application cannot be obtained, a statement as to the reason for his failure to sign should be made in Section VII. For example, "John Smith refused to sign", or "John Smith cannot be located". No payment will be made to any person who does not sign the application. However, this procedure will permit

payment to be made to persons who do sign the application, even though the signature of one or more of the other persons eligible for payment has not been obtained.

In the case of persons who make application for payment on two or more farms which are cross-referenced, care should be exercised to make sure that the typed name and signature of such person is the same on all such applications.

3. Witnesses. A witness to the signature of an applicant is required only in case the signature of the applicant is printed or made by mark. In such cases the signature of the witness should be obtained on line 14, immediately below the address of the applicant whose signature is being witnessed.

E. Applicants Signing in a Representative or Fiduciary Capacity. In case an application is signed by a person who is acting in a representative or fiduciary capacity, his title, such as "Administrator", "Executor", "Guardian", "Agent", or "Attorney-in-Fact", should appear as part of the signature. (See illustrations below.) The county committee must determine that such person is properly authorized to so sign. If the county committee does not have knowledge of the fact that such person is properly authorized to sign in such capacity, it must require the presentation of documentary proof of authority. The execution of Section VII of the application shall constitute a certification on behalf of the committee that the person who signs the application in a representative or fiduciary capacity possesses the necessary authority to so sign, and therefore the documentary proof, after it has served the committee's purpose, may be returned to the applicant or retained in the county files. It should not be sent to the State office.

Refer to ACP-16, "Instructions on Signatures and Authorizations," for a detailed explanation with respect to the form of signature and the type of documentary authority which should be accepted in the case of a person signing in a representative or fiduciary capacity.

F. Acceptable Signatures.

1. All signatures must be in the original.

2. Printed signatures or signatures made by mark must be witnessed.

3. The signature as subscribed need not be as complete as the typed name, but must not be in conflict with the typed name. Listed below are examples of typed names and acceptable signatures:

Typed Name	Acceptable Signatures
Individual	
J. H. Doe, John H. Doe, J. Henry Doe, or John Henry Doe	J. Doe, H. Doe, J. H. Doe, John Doe, Henry Doe, John H. Doe, J. Henry Doe, or John Henry Doe

Typed Name	Acceptable Signature

Married Woman

The typed name and signature of a married woman must show the full Christian name, initials, if any, and the surname, such as: "Mrs. Alice E. Farley," and not "Mrs. R. W. Farley."

Mrs. Elizabeth A. Farley, Mrs. E. Agnes Farley, or Mrs. Elizabeth Agnes Farley (and not Mrs. R. W. Farley)	Mrs. Elizabeth A. Farley, Mrs. E. Agnes Farley, or Mrs. Elizabeth Agnes Farley

However, in cases where a married woman is signing the application in a fiduciary capacity and the authorization has been given to her by a court order or a simple trust agreement in her husband's name preceded by "Mrs.," the application shall be signed by her in her husband's name preceded by "Mrs.," together with the usual indication of the fiduciary capacity.

Agent

John Doe	John Doe by Richard Roe, Agent Richard Roe, Agent for John Doe
Richard Roe, Agent for John Doe	Richard Roe, Agent for John Doe John Doe by Richard Roe, Agent

Partnership

Brown Brothers	Brown Brothers by Joe Brown, a Partner Brown Brothers by J. Brown, Agent
John Brown & Sons	John Brown and Sons by John Brown, a Partner John Brown and Sons by Joe Brown, Agent
John Brown & Harry Brown a Partnership	John Brown and Harry Brown by John Brown, a Partner John Brown and Harry Brown, by Harry Brown, a Partner John Brown and Harry Brown by Joe Brown, a Partner John Brown and Harry Brown by Richard Jones, Agent

Executor of a Will

Richard Roe, Executor of the Estate of John Doe, Dec'd.	Richard Roe, Executor of the Estate of John Doe, Dec'd The Estate of John Doe by Richard Roe, Executor

Typed Name	Acceptable Signature
John Doe Estate	The Estate of John Doe by Richard Roe, Executor Richard Roe, Executor of the Estate of John Doe, Dec'd Richard Roe, Executor of the Last Will and Testament of John Doe, Dec'd
The Estate of John Doe	The Estate of John Doe by Richard Roe, Executor Richard Roe, Executor of the Estate of John Doe, Dec'd

Administrator of an Estate

Richard Roe, Administrator of the Estate of John Doe, Dec'd	Richard Roe, Administrator of the Estate of John Doe, Dec'd John Doe Estate by Richard Roe, Administrator
John Doe Estate	John Doe Estate by Richard Roe, Administrator Richard Roe, Administrator of the Estate of John Doe, Dec'd
The Estate of John Doe	John Doe Estate by Richard Roe, Administrator Richard Roe, Administrator of the Estate of John Doe, Dec'd

Agent for the Heirs of an Estate

Heirs of John Doe, Dec'd	Heirs of John Doe, Dec'd, by Richard Roe, Agent Richard Roe, Agent for the Heirs of John Doe, Dec'd
Heirs of the Estate of John Doe, Dec'd	Richard Roe, Agent for the Heirs of John Doe, Dec'd
Richard Roe, Agent for the Heirs of John Doe, Dec'd	Richard Roe, Agent for the Heirs of John Doe, Dec'd Heirs of John Doe, Dec'd, by Richard Roe, Agent
Richard Roe, Agent for the Heirs of John Doe Estate	Richard Roe, Agent for the Heirs of John Doe Estate
William Roe and Mary Roe	William Roe and Mary Roe, Heirs of Richard Roe, Dec'd, by John Doe, Agent

Typed Name	Acceptable Signatures
Trustee for the Heirs of an Estate	
Heirs of John Doe, Dec'd	Heirs of John Doe, Dec'd, by Richard Roe, Trustee Richard Roe, Trustee for the Heirs of John Doe, Dec'd
Heirs of the Estate of John Doe, Dec'd	Heirs of John Doe, Dec'd, by Richard Roe, Trustee Richard Roe, Trustee for the Heirs of John Doe, Dec'd
Richard Roe, Trustee for the Heirs of John Doe, Dec'd	Richard Roe, Trustee for the Heirs of John Doe, Dec'd Heirs of John Doe, Dec'd, by Richard Roe, Trustee
Guardian	
John Doe, a Minor	John Doe, by Richard Roe, Guardian Richard Roe, Guardian of John Doe, a Minor
Richard Roe, Guardian of John Doe, a Minor	Richard Roe, Guardian of John Doe, a Minor John Doe, a Minor, by Richard Roe, Guardian
John Doe, Incompetent	John Doe, Incompetent, by Richard Roe, Guardian Richard Roe, Guardian of John Doe, Incompetent
Richard Roe, Guardian of John Doe, Incompetent	Richard Roe, Guardian of John Doe, Incompetent John Doe, Incompetent, by Richard Roe, Guardian
Committee	
John Doe, Incompetent	John Doe, Incompetent, by Richard Roe, Committee Richard Roe, Committee of John Doe, Incompetent
Richard Roe, Committee of John Doe, Incompetent	Richard Roe, Committee of John Doe, Incompetent John Doe, Incompetent, by Richard Roe, Committee

Typed Name	Acceptable Signatures
Company (Corporation)	
Bee Company, Inc.	Bee Company, Inc., by John Doe, President (or other authorized officer) Bee Company, Inc., by John Doe, Agent
Receiver	
Bee Company, Inc.	Bee Company, Inc., by Richard Roe, Receiver Richard Roe, Receiver of Bee Company, Inc.
Richard Roe, Receiver of Bee Company, Inc.	Richard Roe, Receiver of Bee Company, Inc. Bee Company, Inc., by Richard Roe, Receiver
Liquidator	
Richard Roe, Liquidator of Bee Company, Inc.	Richard Roe, Liquidator of Bee Company, Inc. Bee Company, Inc., by Richard Roe, Liquidator
Bee Company, Inc.	Bee Company, Inc., by Richard Roe, Liquidator Richard Roe, Liquidator of Bee Company, Inc.
Sole Proprietor Operating Under a Trade Name	
John Doe, Sole Proprietor of XYZ Company	John Doe, Sole Proprietor of XYZ Company John H. Doe, Sole Proprietor of XYZ Company John Henry Doe, Sole Proprietor of XYZ Company XYZ Company of John Doe, Sole Proprietor
XYZ Company	XYZ Company, by John Doe, Sole Proprietor John Doe, Sole Proprietor of XYZ Company John Henry Doe, Sole Proprietor of XYZ Company XYZ Company of John Doe, Sole Proprietor

Typed Name	Acceptable Signatures
Banks	
First National Bank	First National Bank by (any Executive Officer or Agent, with title indicated)

G. Entries for Section VI, "Division of Payments and Deductions."

1. Assignment and Other Deductions.

a. Assignments. If, in accordance with ACP-70, as amended, an assignment has been executed by the applicant whose name appears on line 13 of Section V, the name and address of the assignee, as shown in Section I of Form ACP-69, will be entered on line 11 of Section VI. There will be entered in Column H on line 11 the amount of the unpaid balance of any such assignment as shown in Section II of Form ACP-69.

However, there will be no entry with respect to assignments in Section VI under the following conditions:

(1) If the applicant has executed no assignment of his payment on Form ACP-69; or

(2) If the applicant has filed an assignment, but which has been discharged by the execution of Section III of Form ACP-69; or

(3) If the applicant has filed an assignment on Form ACP-69, but such assignment was not filed until after the date of receipt in the county office of a notice of a request for setoff of the applicant's payment in favor of the Farm Security Administration or the Farm Credit Administration.

Prior to submission of any applications for payment, the county office should prepare an original and two copies of a list of unpaid assignments which will be reported on applications for payment. This list should show (1) the serial number of the application on which the name of the assignee appears, (2) the name of the assignee, (3) the name of the assignor, (4) the date the assignment was filed in the county office, and (5) the amount of the unpaid balance. This list should be signed by a member of the county committee. One copy should be retained in the county file, and the original and one copy forwarded to the State Office. The State Office will forward the original to the Examining Section at Washington, D. C. Forms ACP-69 are not to be forwarded with the application to the State office but will be retained in the county files.

b. Other Deductions. All applications for payment filed under the 1941 Agricultural Conservation Program will be checked against the county Register of Indebtedness, and there shall be shown in Section VI of NER-520, on

line 12, all items of indebtedness for each applicant which, in accordance with these instructions, are deductable from 1941 Agricultural Conservation Program payments.

All items of indebtedness shown on the county Register of Indebtedness will be shown on the application for payment, except items of indebtedness due the Farm Security Administration or the Farm Credit Administration notice of which was not received in the county office until after an assignment is filed by an applicant. In cases where an assignment is filed by an applicant before a notice of indebtedness to the Farm Security Administration or the Farm Credit Administration is received in the county office the assignment (rather than the indebtedness to the Farm Security Administration or the Farm Credit Administration) shall be reported on the application. The indebtedness to the Farm Security Administration or the Farm Credit Administration, however, will in such cases remain on the Register of Indebtedness and take priority over assignments on applications filed under future programs.

Examples

If an applicant is shown on the county Register of Indebtedness as being indebted to the Agricultural Adjustment Administration, including all or a part of unpaid advances for 1941 crop insurance, or to the Commodity Credit Corporation, and the applicant has also executed an assignment of his 1941 payment, all such items of indebtedness and also the assignment shall be shown on the application.

If an applicant is shown on the county Register of Indebtedness as being indebted to the Farm Security Administration or the Farm Credit Administration and also the the Agricultural Adjustment Administration or the Commodity Credit Corporation, all of such items shall be shown on the application for payment, except those items due the Farm Security Administration or the Farm Credit Administration notice of which was not received in the county office until after an assignment on Form ACP-69 was filed by the applicant.

Items of indebtedness will be shown in Section VI of NER-520 on line 12 as follows: "Due___(agency)___, $_____."; or, in the case of unpaid advances for 1941 crop insurance, "FCI, $_____." No entries will be made on the 1941 application for payment, however, with respect to Forms FCI-122W executed in connection with 1942 crop insurance premiums. If there is not sufficient space in Section VI, such items of indebtedness shall be entered in Section VII.

2. Division of Allotment Payments. There will be entered on line 14 in the appropriate columns for each applicant whose name appears in Section V his percentage share of the corn, tobacco, wheat, potato, and commercial vegetable allotment payment or deduction. Such percentage share should represent the percentage share of each applicant in the crop grown on the farm in 1941 and determined in accordance with bulletin NER-500, Section III-A (Division

of Payments and Deductions). In the case of commercial vegetables the percentage share shown should represent the share of each applicant in the combined acreage of commercial vegetables as shown on line 3, Column G, Section III, and the acreage of vegetables for processing as shown on line 1, Column G, Section III. The total of the percentage shares shown for all applicants for each commodity must equal 100.

Regardless of whether there is only one or more than one applicant shown on the application, a percentage share should be shown for any commodity (a) for which an allotment is determined and shown on line 2 of Section III, or (b) for which an allotment is not determined but for which the 1941 acreage as shown on line 3 of Section III is such as to result in a deduction. For example, if no potato allotment is determined for the farm, show the percentage share of potatoes on line 14 in Column (F) if the entry in Column (F) on line 3 of Section III is more than 3 acres.

3. Division of Soil-Building Payment - Line 14, Column H. Enter on line 14 of Column (H) for each applicant whose name appears in Section V his percentage share of the soil-building payment for the farm. Such percentage share shall represent the proportion that each applicant contributed to the carrying-out of soil-building practices shown on the application for payment and determined in accordance with bulletin NER-500, Section III-B. The total of all such percentage shares for all applicants must equal 100.

4. Reason for Failure to Plant 80% of Allotment - Line 16. If the 1941 acreage, as shown on line 3 of Section III, of corn, tobacco, wheat, or potatoes, or of commercial vegetables as shown by the sum of the entries on lines 1 and 3 of Section III, is less than 80 percent of the allotment, as shown on line 2 of Section III and it is determined by the county committee that failure to plant an acreage equal to 80 percent of the allotment for any of these crops was due to flood or drought or in the case of tobacco to hail or plant bed disease the applicable reason will be entered in the applicable column on line 16 as follows: "flood", "drought", "hail", "P. B".

5. "Serial No. of Other Farms."

a. Other Farms in the Same County. Bulletin NER-500 (Section X-C) requires that if a person makes application for payment with respect to one farm in a county and has the right to receive all or a portion of the crops or proceeds therefrom produced on any other farm in the county, such person must also make application for payment with respect to all such farms on which crops are grown for which a deduction might be computed. In compliance with this provision, it is required that there be entered in Section VI, Column (I), opposite the name of the applicant as shown in Section V, the serial numbers of all other farms in the county on which the applicant is entitled to a share in the crops grown on the farm in 1941 or the proceeds therefrom, for which a deduction could be computed. The serial numbers of such other farms in the county may be obtained from Section IV, Column (C), of NER-522, or from Section II, Column (B), of NER-523.

b. Other Farms in Other Counties in the Same State.

(1) Bulletin NER-500 (Section X-C) also requires that upon request by the State committee any person shall file with the committee such information as it may request regarding any other farm in the State with respect to which he has the right to receive all or a portion of the crops or the proceeds therefrom, or which he rents to another. If the State committee determines that an application for payment should be filed for an applicant with respect to one or more other farms in other counties in the State in which the applicant has an interest, the serial numbers of such other farms will be transmitted to each of the counties concerned, with the request that an application for payment for each such farm be prepared. In this event, there will be shown in Section VI, Column (I), of each such application the serial numbers of all of the other farms which the State committee has determined should be cross-referenced.

If, on the basis of information shown on the report of performance or otherwise obtained, the county committee believes that an application should be filed by an applicant for other farms in other counties in the State, a recommendation to that effect should be forwarded to the State committee for its consideration, together with all pertinent facts in support of the recommendation. This will provide the State committee with information which it might not otherwise receive on which it may determine whether or not the applicant should be required to file application for other farms in other counties in the State.

See practice g (of practices defeating the purposes of the program) Section IX, A-1, of Bulletin NER-500 concerning persons operating farms in 2 or more States.

(2) If the applicant is an individual, partnership, or estate, and the serial numbers of all other farms in the State in which such applicant has an interest have not been entered in Section VI in accordance with item (1) above, there will be entered in Section VII the names of other counties in the State in which are located other farms on which the applicant is entitled to share in the crops harvested in 1941 or on which he contributes to the carrying-out of soil-building practices. The names of such other counties may be obtained from Section IV, Column (E), of NER-522, or Section II, Column (C), of NER-523. Such entries are required in order to comply with the $10,000 limitation of payment provision (Section V of NER-500) of the Program.

(3) If the applicant is other than an individual, partnership, or estate, and it is determined from information shown in Section IV of NER-522 or Section II or NER-523 or by any other method, that the applicant has an interest in other farms in other counties in the same State or in other States, the serial numbers of which are not shown in Section VI of the application in accordance with item (1) above, there will be entered in Section VII the words "Other farms in other counties and States." This entry is required in order to comply with the $10,000 national limitation of payment provision (Section V of NER-500) of the Program.

In connection with the entries required in items (2) and (3) above, attention is directed to representations Nos. 6 and 7 of the applicant contained in Section I-A of the application for payment.

6. Conservation Materials - Columns L and M.

a. Superphosphate. If the applicant whose name appears on line 13 of Section V has been furnished superphosphate for use as conservation material under the 1941 Program, there will be entered in the space provided in Column L, just below the printed words "super (cwt.)", the number of hundred weight of superphosphate furnished.

In all cases where there is an entry in Column L showing superphosphate furnished, there will also be entered on line 11 in Column L the established rate of deduction per hundred weight for the superphosphate furnished.

b. Liming Material. If the applicant whose name appears on line 13 of Section V has been furnished liming material for use as conservation material under the 1941 Program, the number of tons of each kind of liming material furnished for which a rate of deduction per ton has been established will be entered in the space provided in Column M, just below the printed words "lime (tons)".

In all cases where there is an entry in Column M showing liming material furnished there will also be entered in Column M on line 11 the established rate of deduction per ton for the liming material furnished.

c. Trees. For farms which were not furnished both lime and superphosphate but which were furnished trees, the number of trees furnished will be shown in either Column L or M, depending on which column has not been used for lime or superphosphate entries. In either case, the words "lime (tons)" or "Super (cwt.)" as shown in the column heading will be deleted, and in lieu thereof there will be entered the word "Trees."

There will be entered on line 11 in either Column L or M, the established rate of deduction per thousand trees.

In the event trees are furnished for the same farm for which both lime and superphosphate have been furnished, the number of trees furnished and the established rate of deduction per thousand trees will be entered in Section VII on the application on which appears the name of the applicant to whom the trees were furnished.

d. Double Deduction for Conservation Materials. If it is determined by the county committee that all or a portion of the conservation material furnished has been misused and should be subject to a deduction at twice the regular rate, an entry should be made in Section VII showing the number of tons of lime, hundred weight of superphosphate, or thousand trees, as the case may be, recommended for double deduction. Such entries should be made as follows: "double ded.--10 cwt. Super", or "double ded.--5 tons lime." In the case of applications for farms on which there are two or more applicants, the entries in Section VII, in connection with misuse of conservation materials, will be made in Section VII of the application on which appears the name of the applicant who was furnished the material for which a double deduction is recommended.

e. Conservation Material Carried over from Previous Years. All conservation material furnished under previous programs and which was not applied during previous program years will, if applied under the 1941 program in carrying out an approved soil-building practice without having been transferred in accordance with bulletin NER-511 to some other person, be shown in Section IV of NER-520 as material applied under the regular practice for applying such material rather than as conservation material.

However, if conservation material for which only a single deduction has previously been made is carried over from previous years and misused during the 1941 program year, an additional single deduction should be recommended by the county committee on that quantity of material so misused. Such a recommendation for additional single deduction will be entered in Section VII of the application on which appears the name of the applicant to whom the material was furnished and should show the number of hundred weight or tons of material recommended for additional single deduction and the applicable rate of deduction per ton or per hundred weight. In case of material carried over from previous programs for which a double deduction has previously been made, no further recommendation for additional deduction under the 1941 Program is applicable.

H. Entries in Section VII--Signature of County Committee. All applications for payment will be signed, in the space provided for signature of county committeeman, by one member of the committee for and on behalf of the committee after a determination has been made by the county committee that the representation and data shown on the application are true and correct and in accordance with the certifications of the county committee.

1. Date of Filing. There will also be shown in the space provided the date on which the application, after having been signed by the applicant, was received in the county office or received by an authorized employee of the county committee. In the case of applications on which there are two or more applicants, the date shown on the application should be the date the application signed by one of the applicants was first received in the county office or by an authorized employee of the county committee.

2. Correction of Errors. Except as noted below, all entries on the application to correct original entries which have been changed or otherwise altered must be initialed (in script, not printed) by a county committeeman. The county committeeman initialing any such correction must also sign the application. However, the initials of a committeeman are not required in connection with the following corrections appearing on the application.

a. The correction of entries in Section III, where the original entry is visible and from a visual examination it can be determined that such correction reduces or does not affect the total payment.

b. Corrections in Section III of entries representing a yield or allotment which has been erased or otherwise deleted, (even though such erasure or deletion obliterates the original entry) and no entry has been made on line 3 in the same column of Section III.

c. Correction of entries in Section IV where an entry erased or otherwise deleted so as to obliterate the original entry and no new entry is made therefor.

d. Corrections in Section V where a partial correction in the address of an applicant has been made but such address as corrected is listed in the latest U. S. Official Postal Guide (any change in R.F.D. or house numbers should be initialed).

e. Corrections in Section VI other than in connection with conservation materials or percentage shares of crops.

f. Corrections in Section VI of entries in connection with conservation materials provided the original entry is visible and the correction has the effect of increasing the deduction for conservation materials.

g. Corrections in Section VII in connection with additional committee determinations in a word which do not affect the meaning of the word or statement (the deletion of a complete word or statement in Section VII should be initialed).

I. Entries for Section VII--Additional committee Determinations. In addition to any entries in the space for additional committee determination, in accordance with instructions contained elsewhere in this bulletin, there should be entered in the space provided for additional committee determinations any appropriate recommendation of the county committee with reference to the application for payment.

Among others, the following recommendations or determinations should be made in this section where applicable:

1. A certification that a change in 1941 in the relationship between the landlord or operator, and the tenants or sharecroppers, or a reduction in 1941 in the number of tenants and sharecroppers below the average number on the farm during the preceding 3 years has resulted in an increase in the amount of payment to the landlord or operator which has been found not to be justified and disapproved by the county committee.

2. The words "farm not operated in 1941", if it has been determined, in accordance with Section IX, A, 2, bulletin NER-500, that the farm is not operated in 1941.

3. A certification showing the number of units of any soil-building practice for which payment was made under previous programs which were not maintained in accordance with good farming practices in 1941.

4. A notation "See Supplemental ACP-120" on applications for farms on which one or more of the applicants have received payment under the 1941 parity payment program, and it is known at the time of submitting the 1941 application under the Agricultural Conservation Program that a supplemental 1941 parity application on Form ACP-120 is to be submitted showing that an overpayment was made under the original 1941 parity payment application.

5. A recommendation that a part or all of the payment which would otherwise be made to an applicant be withheld if it is determined by the county committee that he has adopted any practices determined by the county committee to defeat the purpose of the program, including practices "a" through "k" listed as practices which tend to defeat the purposes of the program, and contained in Section IX, A, 1, of bulletin NER-500.

6. The recommendation that a part or all of the payment which otherwise would be made to an applicant be withheld--(a) if he adopts or has adopted any other practice which tends to defeat any of the purposes of the 1941 or previous Agricultural Conservation Programs, (b) if by means of any corporation, partnership, estate, trust, or any other device, or in any manner whatsoever he has offset or has participated in offsetting in whole or in part the performance for which such payment is otherwise authorized, or (c) if with respect to woodland owned or controlled by him he adopts or has adopted any practice which is contrary to sound conservation practices.

SECTION III. TRANSMITTAL OF APPLICATION

Each application for payment transmitted to the State office will be accompanied by the original report of performance for the farm as prepared by the farm checker, and, where necessary, corrected by the county office. Any corrections made by the county office on the report of performance will be made by drawing a line through the original entry, and the corrected entry will be inserted with a pencil or pen, using a different color from that used by the farm checker. No copies of the report of performance will be prepared in the county office unless, in specific cases, the original report is so illegible that it would not be readily decipherable in the State office. In such cases, both the original and the copy of the report of performance will accompany the application to the State office.

A. Use of Transmittal Sheet - NED-42. This form will be used for transmitting applications from the county office to the State office, and from the State office to Washington. NED-42 is prepared in sets consisting of an original and six copies, with carbons inserted.

NED-42 will be prepared in the county office as indicated below and forwarded to the State office, together with the shipment of applications listed thereon. It is suggested that, unless otherwise directed by the State office, no more than 25 applications be included in a single transmittal. The following applications will be transmitted as a separate transmittal:

1. Original applications.

2. Supplemental applications.

3. Suspended applications.

4. Applications for payment due persons who have died, disappeared, or become incompetent.

5. Applications for applicants who have executed an assignment on Form ACP-69 or part or all of their 1940 payment.

B. Preparation of NED-42. The county office will, for each transmittal of applications to the State office, prepare the entire set (all seven copies) of NED-42 by making the following entries:

1. Enter the State and county code numbers and the names of the State and county in the spaces provided in the upper right-hand corner of the form.

2. "Kind of Form." In the space provided, enter "1941 ACP."

3. "Form Nos." In the space provided, enter "NER-520."

4. "County Transmittal No." Enter here a number for each separate transmittal. Transmittals of 1941 Agricultural Conservation Program applications for payment, irrespective of whether such applications are originals, supplements, or suspensions, should be numbered in numerical sequence, beginning with No. 1 and continuing until all applications have been transmitted.

5. Number of Applications Being Transmitted. The number of applications being transmitted in a single shipment will be shown by an entry in one of the boxes at the top center of the sheet in accordance with the following:

a. Show in the first box the number of original applications being transmitted for the first time.

b. Show in the second box the number of supplemental applications being transmitted for the first time.

c. Show in the third box the number of applications being transmitted which were previously submitted to, suspended by, and returned by the State office.

d. Show in the fourth box the number of applications being transmitted which were previously submitted to and returned by the Examining Section in Washington. Each such application should have the Washington suspension memorandum (ES-130) attached.

6. Columns Headed "Serial No.", "Name of Producer", and "Remarks." Show in these columns for all applications transmitted the serial numbers in numerical sequence of the farms covered by such applications and the names of the applicants, respectively, in the same manner as under previous programs. List for each application the names of all applicants. Names of applicants should be listed in the same manner as on the application; for example, the name Frank A. Jones should be listed as "Frank A. Jones," not as "Jones, Frank A." Make no entries in the column headed "Not for Use in Field."

C. Transmittal to State Office. NED-42 has been prepared as outlined above, the last (orange) copy labeled "Detach and Forward with Shipment to State

Office" will be detached from the remainder of the set and forwarded in the same envelope with the applications to the State office.

Detach and retain the yellow copy labeled "Retain in County Office."

The remaining five copies of the set, including the three white, one green, and one pink, will be forwarded in a separate envelope to the State office at the same time the applications are mailed under separate cover.

After receipt by the State office of a shipment of applications and the related five copies of the transmittal sheet mailed under separate cover, the State office will stamp "Received" and the date of receipt on the orange copy and return it immediately to the county office for filing.

After the shipment of applications has been audited in the State office, the pink copy of the transmittal sheet will be returned to the county office, showing the suspended applications listed thereon, if any, and the date of transmittal to Washington of the approved applications. Suspended applications will be returned by the State office to the county office with this pink copy.

SECTION IV. FARMS FOR WHICH NO APPLICATIONS FOR PAYMENT ARE FILED

The reports of performance for farms for which no applications for payment will be prepared and transmitted in accordance with Section I, will be transmitted to the State office for the purposes of audit and taking statistics, except upon specific instructions to the contrary issued by the State office, in which event such reports of performance will be audited in the county office in accordance with instructions contained in NER-528.

The reports of performance for such farms will be transmitted in the same manner as applications for payment for other farms, except that:

1. Such reports of performance will be transmitted in groups separate from applications, with a separate transmittal (a) for farms which received grants of aid but for which applications will not be filed, and (b) for other farms for which it is obvious there will be no payment.

2. The first three (white) copies of the transmittal sheet (NED-42) will be detached before it is prepared in the county office, with only the green, pink, yellow, and orange copies being transmitted to the State office.

3. A separate series of transmittal numbers will be used in transmitting reports of performance only.

4. "Rep. of Perf." will be inserted in the space provided for "Kind of Form" at the top of NED-42, and in the space provided for "Form Nos." will be inserted "NER-522" or "NER-523", whichever is applicable.

SECTION V. STATE OFFICE USE OF TRANSMITTAL SHEET (NED-42)

When received in the State office, the fourth (green) and the fifth (pink) copies of NED-42 will be detached from the first three (white) copies. These two

(green and pink) copies, retained intact with the carbon paper between, will follow the applications through the audit operations in the State office. The three white copies will be kept intact as a separate set and filed in the State office until the applications have been audited and are ready for transmittal to the Examining Section in Washington.

Space is provided on the fourth (green) copy in the column headed "For Use in State Office" for making a record of the State office operations. The suspension of applications will be shown by drawing a line through the serial number and name of each such suspended application.

When the State office audit has been completed, the number of applications which have been approved, the number suspended, and the number of no payment cases should be entered in the appropriate spaces on the green and pink copies. The sum of these entries will equal the total number of applications transmitted by the county office, as shown in the appropriate box at the top of the form.

SECTION VI. TRANSMITTAL OF APPLICATIONS TO WASHINGTON

Upon completion of the audit of applications in the State office, all suspended applications will be shown on the first three white copies by drawing a line through the same serial numbers and names of applicants as have been lined out on the green copy of the transmittal sheet. The date of the transmittal by the State office to Washington should be shown in the space provided therefor at the top of the form. There will also be shown in the space provided at the top of the form a State transmittal number. The first transmittal of applications (NER-520) will be numbered "1", and succeeding shipments will be numbered in sequence until all applications have been transmitted, regardless of whether the applications are originals, supplementals, or suspensions.

The green and pink copies may then be separated, the green remaining in the State office as a permanent record, and the pink being returned to the county office with suspended applications, if any, and showing the State transmittal number and the date on which approved applications were sent to Washington.

The third white copy will be returned to the State office by the Examining Section as a receipt.

SECTION VII. COUNTY OFFICE CHECK AGAINST OMISSION OF DATA FROM APPLICATIONS

Subsection G of Section II of this bulletin provides that certian essential items be entered on the application which do not appear on the report of performance for the farm, nor in any other single place. Such items include data with respect to assignments, unpaid advances for 1941 Crop Insurance premiums, and other debts of applicants appearing on the County Register of Indebtedness. It is not possible from checking the entries made on the application against the

report of performance to determine whether any such items have been omitted from the application. Consequently, the following procedure should be followed in the county office before applications are submitted to applicants for signature, and before applications are transmitted to the State office, in order to make certain that no essential data have been omitted from the application.

A. Prior to the preparation of any applications for payment the following column headings (or such part of them as are applicable in the county) will be added to those columns already set up on the County Office Record (NED-31): "Conservation Materials", "ACP-69", "C-1110", and "FCI-122W." (Set up column for FCI-122W only in counties where this form has been executed in connection with 1941 Wheat Crop Insurance.)

B. Also prior to the preparation of any applications for payment, a check mark (✓) will be made where applicable in each of the above-mentioned columns opposite the name of each applicant and farm serial number as they appear in columns 1 and 2 of NED-31. For example, a check mark (✓) will be entered in the column headed "Conservation Material" for each farm which has been furnished conservation material. Similarly a check mark (✓) will be entered in the column headed "ACP-69" opposite the name of each person who has executed an assignment on Form ACP-69. Check marks should also be entered wherever applicable in each of the other columns referred to above.

The column headed "FCI-122W", however, should not be checked, and no entry should be made on the application for payment with respect to FCI-122W except in cases where the applicant is still indebted for all or a part of his advance for 1941 Crop Insurance premium.

These check marks properly entered will, from an inspection of NED-31 permit a determination to be made as to the applications on which should be entered data with respect to deductions for conservation material assignments, requests for advance to pay Crop Insurance premiums, and debts appearing on the register of indebtedness.

C. As a last step in the preparation of applications for signature, each application for payment should be checked against NED-31 to make sure that all applicable data with respect to the items referred to in this section have been entered on the application.

The above procedure is designed to facilitate the checking which is necessary in order to make sure that all essential data have been entered on the application, and consequently to prevent suspensions and supplemental applications resulting from failure to include on the application all essential data.

In addition to the above, the serial numbers as listed on NED-31 and shown on applications should, prior to the preparation of applications for payment, be checked against a number check sheet to insure against the submission of more than one application carrying the same serial number. Forms ES-137 and

137-A may be used for this purpose if available. If not available, similar number check sheets should be prepared either by the county office or State office.

J. Harold Arnold

J. Harold Arnold,
Acting Director, Northeast Division.

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Northeast Division

COUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL OF 1941 APPLICATIONS FOR PAYMENT (NER-520)

The following instructions supplement the instructions contained in NER-521, and are applicable only with respect to applications for payment filed under the 1941 Agricultural Conservation Program for Belknap and Coos Counties, New Hampshire, the provisions of which are contained in Bulletin NER-500-A.

Section I. Pasture Improvement Allowance

A. Animal Units.

In the case of applications for payment on which conservation material is shown to have been furnished under the Pasture Improvement Allowance, there will be entered in Section VI in the space immediately below the words "Conservation Materials" the number of bovine animal units on the farm. The term bovine animal units as referred to in this connection means bovine animal units as defined in Bulletin NER-500-A, Section II, subsection F, item 4.

B. Material Furnished Under the Pasture Improvement Allowance.

There will be entered on applications for payment for farms on which conservation material is furnished under the Pasture Improvement Allowance the number of tons of lime and the number of hundredweights of 20% superphosphate furnished. Such entries will be made in Section VI on the line between lines 10 and 11 in Columns (L) and (M), and will be preceded in the case of lime by the code "P-1" and in the case of 20% superphosphate by the code "P-2", in order to differentiate such material from other conservation material furnished under the regular soil-building allowance.

There will also be entered in Section VI on line 11 in Columns (L) and (M) the established rates of deduction applicable to the material shown on the line above in Columns (L) and (M) to have been furnished under the Pasture Improvement Allowance. Deduction for such material, however, will be applicable only in accordance with the provisions of Bulletin NER-500-A, Section II, subsection F.

C. Performance Under Pasture Improvement Allowance.

On all applications for payment on which material is shown to have been furnished under the Pasture Improvement Allowance, there will be entered in Section VII, in the space provided for additional

committee determinations, a statement of performance in pasture improvement setting forth the number of tons of lime applied and the number of acres to which such lime was applied, and also the number of hundredweights of 20% superphosphate applied and the acreage to which such superphosphate was applied, under the provisions of NER-500-A, Section II, subsection F. Such entries will be as follows:

"P-1 -_____tons lime applied on_____acres;
P-2 -_____cwt. 20% super applied on_____acres."

Section II. Deductions for Material Furnished Under the Pasture Improvement Allowance

A single deduction for the material shown to have been furnished under the Pasture Improvement Allowance will be made from the payment otherwise earned on the farm if,

1. The material furnished was not applied to open pasture land in accordance with the provisions of NER-500-A, Section II, subsection F, items 1, 4, and 5, but was used on the farm for carrying out approved soil-building practices, or

2. The farmer has not applied an amount of liming material and superphosphate which he purchases himself or obtains under the regular soil-building allowance equal to the amount furnished under the Pasture Improvement Allowance to an equal acreage of other pasture land.

   The material which he purchases himself and uses for this purpose shall be reported on NER-520, Section IV, as Practice 5-C for superphosphate, and as Practice 7-C for liming material. The material which is furnished him under the regular allowance and which he uses for this purpose shall be reported on NER-520, Section IV, as Practice 5-D for superphosphate, and as Practice 7-D for liming material.

A double deduction will be made from any payment otherwise earned on the farm if the materials, or part thereof, furnished under the Pasture Improvement Allowance have not been properly applied under the Pasture Improvement Allowance and have been used for purposes other than carrying out approved soil-building practices.

A recommendation for either a single or double deduction will be made in Section VII of NER-520 in the case of material furnished for use under the Pasture Improvement Allowance and which is not so used. Such a recommendation in each case will include the quantity of material for which the deduction is recommended and indicate whether the deduction

recommended is single or double.

Issued with the approval of the Administrator of the Agricultural Adjustment Administration, on July 29, 1941.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

NER-521-A (Belknap and Coos Counties, New Hampshire) Issued July 29, 1941

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COUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL OF 1941 APPLICATIONS FOR PAYMENT (NER-520)

The following instructions supplement the instructions contained in NER-521, and are applicable only with respect to applications for payment filed under the 1941 Agricultural Conservation Program for Belknap and Coos Counties, New Hampshire, the provisions of which are contained in Bulletin NER-500-A.

Section I. Pasture Improvement Allowance

A. Animal Units.

In the case of applications for payment on which conservation material is shown to have been furnished under the Pasture Improvement Allowance, there will be entered in Section VI in the space immediately below the words "Conservation Materials" the number of bovine animal units on the farm. The term bovine animal units as referred to in this connection means bovine animal units as defined in Bulletin NER-500-A, Section II, subsection F, item 4.

B. Material Furnished Under the Pasture Improvement Allowance.

There will be entered on applications for payment for farms on which conservation material is furnished under the Pasture Improvement Allowance the number of tons of lime and the number of hundredweights of 20% superphosphate furnished. Such entries will be made in Section VI on the line between lines 10 and 11 in Columns (L) and (M), and will be preceded in the case of lime by the code "P-1" and in the case of 20% superphosphate by the code "P-2", in order to differentiate such material from other conservation material furnished under the regular soil-building allowance.

There will also be entered in Section VI on line 11 in Columns (L) and (M) the established rates of deduction applicable to the material shown on the line above in Columns (L) and (M) to have been furnished under the Pasture Improvement Allowance. Deduction for such material, however, will be applicable only in accordance with the provisions of Bulletin NER-500-A, Section II, subsection F.

C. Performance Under Pasture Improvement Allowance.

On all applications for payment on which material is shown to have been furnished under the Pasture Improvement Allowance, there will be entered in Section VII, in the space provided for additional

committee determinations, a statement of performance in pasture improvement setting forth the number of tons of lime applied and the number of acres to which such lime was applied, and also the number of hundredweights of 20% superphosphate applied and the acreage to which such superphosphate was applied, under the provisions of NER-500-A, Section II, subsection F. Such entries will be as follows:

"P-1 - _____ tons lime applied on _____ acres;
P-2 - _____ cwt. 20% super applied on _____ acres."

Section II. Deductions for Material Furnished Under the Pasture Improvement Allowance

A single deduction for the material shown to have been furnished under the Pasture Improvement Allowance will be made from the payment otherwise earned on the farm if,

1. The material furnished was not applied to open pasture land in accordance with the provisions of NER-500-A, Section II, subsection F, items 1, 4, and 5, but was used on the farm for carrying out approved soil-building practices, or

2. The farmer has not applied an amount of liming material and superphosphate which he purchases himself or obtains under the regular soil-building allowance equal to the amount furnished under the Pasture Improvement Allowance to an equal acreage of other pasture land.

   The material which he purchases himself and uses for this purpose shall be reported on NER-520, Section IV, as Practice 5-C for superphosphate, and as Practice 7-C for liming material. The material which is furnished him under the regular allowance and which he uses for this purpose shall be reported on NER-520, Section IV, as Practice 5-D for superphosphate, and as Practice 7-D for liming material.

A double deduction will be made from any payment otherwise earned on the farm if the materials, or part thereof, furnished under the Pasture Improvement Allowance have not been properly applied under the Pasture Improvement Allowance and have been used for purposes other than carrying out approved soil-building practices.

A recommendation for either a single or double deduction will be made in Section VII of NER-520 in the case of material furnished for use under the Pasture Improvement Allowance and which is not so used. Such a recommendation in each case will include the quantity of material for which the deduction is recommended and indicate whether the deduction

recommended is single or double.

Issued with the approval of the Administrator of the Agricultural Adjustment Administration, on July 29, 1941.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

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COUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL OF 1941 APPLICATIONS FOR PAYMENT (NER-520)

The following instructions supplement the instructions contained in NER-521, and are applicable only with respect to applications for payment filed under the 1941 Agricultural Conservation Program for New London and Windham Counties, Connecticut, the provisions of which are contained in Bulletin NER-500-A.

Section I. Pasture Improvement Allowance

A. Animal Units.

In the case of applications for payment on which conservation material is shown to have been furnished under the Pasture Improvement Allowance, there will be entered in Section VI in the space immediately below the words "Conservation Materials" the number of bovine animal units on the farm. The term bovine animal units as referred to in this connection means bovine animal units as defined in Bulletin NER-500-A, Section II, subsection F, item 4.

B. Material Furnished Under the Pasture Improvement Allowance.

There will be entered on applications for payment for farms on which conservation material is furnished under the Pasture Improvement Allowance the number of tons of lime and the number of hundredweights of superphosphate furnished. Such entries will be made in Columns (L) and (M) of Section VI on the line between lines 10 and 11 and will be preceded in the case of lime by the code "P-1", and in the case of superphosphate by the code "P-2", in order to differentiate such material from other conservation material furnished under the regular soil-building allowance.

There will also be entered in Section VI on line 11 in Columns (L) and (M) the established rates of deduction applicable to the material shown in Columns (K) and (L) to have been furnished under the Pasture Improvement Allowance. Deduction for such material, however, will be applicable only in accordance with the provisions of Bulletin NER-500-A, Section II, subsection F.

C. Performance Under Pasture Improvement Allowance.

On all applications for payment on which material is shown to have been furnished under the Pasture Improvement Allowance, there will

be entered in Section VII, in the space provided for additional committee determinations, a statement of performance in pasture improvement setting forth the number of tons of lime applied and the number of acres to which such lime was applied, and also the number of hundredweights of superphosphate applied and the acreage to which such superphosphate was applied, under the provisions of Bulletin NER-500-A, Section II, subsection F. Such entries will be made as follows:

"P-1-_____ tons lime applied on _____ acres;
P-2-_____ cwt. super applied on _____ acres."

Section II. Deductions for Material Furnished Under the Pasture Improvement Allowance

A single deduction for the material or part thereof shown to have been furnished under the Pasture Improvement Allowance will be made from the payment otherwise earned on the farm if:

1. The material furnished was not applied to open pasture land in accordance with the provisions of NER-500-A, Section II, subsection F, but was used on the farm for carrying out approved soil-building practices, or

2. The farmer has not applied an amount of liming material and superphosphate which he purchases himself or obtains under the regular soil-building allowance equal to the amount furnished under the Pasture Improvement Allowance to an equal acreage of other pasture land.

   The material which he purchases himself and uses for this purpose shall be reported on NER-520, Section IV, as Practice 1-B for liming material, and as Practice 2-B for superphosphate. The material furnished him under the regular allowance and which he uses for this purpose shall be reported on NER-520, Section IV, as Practice 1-C for liming material, and as Practice 2-C for superphosphate.

A double deduction will be made from any payment otherwise earned on the farm if the materials or part thereof furnished under the Pasture Improvement Allowance have not been properly applied under the Pasture Improvement Allowance and have been used for purposes other than carrying out approved soil-building practices.

A recommendation for either a single or double deduction will be made in Section VII of NER-520 in the case of material furnished for use under the Pasture Improvement Allowance and which is not so used. Such

a recommendation in each case will include the quantity of material for which the deduction is recommended and indicate whether the deduction recommended is single or double.

Issued with the approval of the Administrator of the Agricultural Adjustment Administration, on July 29, 1941.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

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NER-521-A (Nassau and Suffolk Counties, New York) Issued July 29, 1941

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COUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL OF 1941 APPLICATIONS FOR PAYMENT (NER-520)

The following instructions supplement the instructions contained in NER-521 and are applicable only with respect to applications for payment filed under the 1941 Agricultural Conservation Program for Nassau and Suffolk Counties, New York, the provisions of which are contained in Bulletin NER-500-A.

Section I. Usual Acreage of Commercial Vegetables With Potatoes

The following entries will be made on NER-520, Section III, "Payments in Connection with Allotment Crops," for all farms for which a usual acreage of commercial vegetables with potatoes is determined in accordance with Bulletin NER-500-A, Section I, subsection B, item 2.

A. Delete the word "corn" in the heading of Column C and insert in lieu thereof the letters "VU" (vegetable usual).

B. Enter on line 2 of Column C the usual acreage of commercial vegetables with potatoes determined for the farm.

C. Enter on line 3 in Column C the acreage of land planted in 1941 to commercial vegetables and which was also planted to potatoes in 1941.

D. Delete the printed item "$1.30" on line 4 of Column G and enter in lieu thereof "1.50".

Section II. Acreage of Grasses or Legumes and Green Manure Crops

For each farm for which a potato allotment is determined, the acreage used in 1941 for the production of grasses or legumes sown in 1939, 1940, or 1941, or used for green manure crops through the 1941 crop year, will be shown on line 3, Column D of Section III, NER-520. The words "tobacco" and "type" in the heading of Column 3 will be deleted and there will be entered in lieu thereof the letters "GM".

Issued with the approval of the Administrator of the Agricultural Adjustment Administration, on July 29, 1941.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

NER-521-A (Nassau and Suffolk Counties, New York) Issued July 29, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Northeast Division

COUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL OF 1941 APPLICATIONS FOR PAYMENT (NER-520)

The following instructions supplement the instructions contained in NER-521 and are applicable only with respect to applications for payment filed under the 1941 Agricultural Conservation Program for Nassau and Suffolk Counties, New York, the provisions of which are contained in Bulletin NER-500-A.

Section I. Usual Acreage of Commercial Vegetables With Potatoes

The following entries will be made on NER-520, Section III, "Payments in Connection with Allotment Crops," for all farms for which a usual acreage of commercial vegetables with potatoes is determined in accordance with Bulletin NER-500-A, Section I, subsection B, item 2.

A. Delete the word "corn" in the heading of Column C and insert in lieu thereof the letters "VU" (vegetable usual).

B. Enter on line 2 of Column C the usual acreage of commercial vegetables with potatoes determined for the farm.

C. Enter on line 3 in Column C the acreage of land planted in 1941 to commercial vegetables and which was also planted to potatoes in 1941.

D. Delete the printed item "$1.30" on line 4 of Column G and enter in lieu thereof "1.50".

Section II. Acreage of Grasses or Legumes and Green Manure Crops

For each farm for which a potato allotment is determined, the acreage used in 1941 for the production of grasses or legumes sown in 1939, 1940, or 1941, or used for green manure crops through the 1941 crop year, will be shown on line 3, Column D of Section III, NER-520. The words "tobacco" and "type" in the heading of Column 3 will be deleted and there will be entered in lieu thereof the letters "GM".

Issued with the approval of the Administrator of the Agricultural Adjustment Administration, on July 29, 1941.

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A. W. Manchester

A. W. Manchester,
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COUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL OF 1941 APPLICATIONS FOR PAYMENT (NER-520)

The following instructions supplement the instructions contained in NER-521, and are applicable only with respect to applications for payment filed under the 1941 Agricultural Conservation Program for York County, Maine, the provisions of which are contained in Bulletin NER-500-A.

Section I. Pasture Improvement Allowance

A. Animal Units.

In the case of applications for payment on which conservation material is shown to have been furnished under the Pasture Improvement Allowance, there will be entered in Section VI in the space immediately below the words "Conservation Materials" the number of bovine animal units on the farm. The term bovine animal units as referred to in this connection means bovine animal units as defined in Bulletin NER-500-A, Section II, subsection F, item 4.

B. Material Furnished Under the Pasture Improvement Allowance.

There will be entered on applications for payment for farms on which conservation material is furnished under the Pasture Improvement Allowance the number of tons of lime and the number of hundredweights of superphosphate furnished. Such entries will be made in Columns (L) and (M) of Section VI on the line between lines 10 and 11 and will be preceded in the case of lime by the code "P-1", and in the case of superphosphate by the code "P-2", in order to differentiate such material from other conservation material furnished under the regular soil-building allowance.

There will also be entered in Section VI on line 11 in Columns (L) and (M) the established rates of deduction applicable to the material shown in Columns (K) and (L) to have been furnished under the Pasture Improvement Allowance. Deduction for such material, however, will be applicable only in accordance with the provisions of Bulletin NER-500-A, Section II, subsection F.

C. Performance Under Pasture Improvement Allowance.

On all applications for payment on which material is shown to have been furnished under the Pasture Improvement Allowance, there will be entered in Section VII, in the space provided for additional committee determinations, a statement of performance in pasture improvement setting forth the number of tons of lime applied and the

number of acres to which such lime was applied, and also the number of hundredweights of superphosphate applied and the acreage to which such superphosphate was applied, under the provisions of Bulletin NER-500-A, Section II, subsection F. Such entries will be made as follows:

"P-1-_____tons lime applied on_____acres;

P-2-_____cwt. super applied on_____acres."

Section II. Deductions for Material Furnished Under the Pasture Improvement Allowance

A single deduction for the material or part thereof shown to have been furnished under the Pasture Improvement Allowance will be made from the payment otherwise earned on the farm if:

1. The material furnished was not applied to open pasture land in accordance with the provisions of NER-500-A, Section II, subsection F, but was used on the farm for carrying out approved soil-building practices, or

2. The farmer has not applied an amount of liming material and superphosphate which he purchases himself or obtains under the regular soil-building allowance equal to the amount furnished under the Pasture Improvement Allowance to an equal acreage of other pasture land.

   The material which he purchases himself and uses for this purpose shall be reported on NER-520, Section IV, as Practice 6-B for liming material, and as Practice 4-B for superphosphate. The material furnished him under the regular allowance and which he uses for this purpose shall be reported on NER-520, Section IV, as Practice 6-C for liming material, and as Practice 4-C for superphosphate.

A double deduction will be made from any payment otherwise earned on the farm if the materials or part thereof furnished under the Pasture Improvement Allowance have not been properly applied under the Pasture Improvement Allowance and have been used for purposes other than carrying out approved soil-building practices.

A recommendation for either a single or double deduction will be made in Section VII of NER-520 in the case of material furnished for use under the Pasture Improvement Allowance and which is not so used. Such a recommendation in each case will include the quantity of material for which the deduction is recommended and indicate whether the deduction

recommended is single or double.

Issued with the approval of the Administrator of the Agricultural Adjustment Administration, on July 29, 1941.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

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UNITED STATES DEPARTMENT OF AGRICULTURE
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Northeast Division

COUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL OF 1941 APPLICATIONS FOR PAYMENT (NER-520)

The following instructions supplement the instructions contained in NER-521, and are applicable only with respect to applications for payment filed under the 1941 Agricultural Conservation Program for York County, Maine, the provisions of which are contained in Bulletin NER-500-A.

Section I. Pasture Improvement Allowance

A. Animal Units.

In the case of applications for payment on which conservation material is shown to have been furnished under the Pasture Improvement Allowance, there will be entered in Section VI in the space immediately below the words "Conservation Materials" the number of bovine animal units on the farm. The term bovine animal units as referred to in this connection means bovine animal units as defined in Bulletin NER-500-A, Section II, subsection F, item 4.

B. Material Furnished Under the Pasture Improvement Allowance.

There will be entered on applications for payment for farms on which conservation material is furnished under the Pasture Improvement Allowance the number of tons of lime and the number of hundredweights of superphosphate furnished. Such entries will be made in Columns (L) and (M) of Section VI on the line between lines 10 and 11 and will be preceded in the case of lime by the code "P-1", and in the case of superphosphate by the code "P-2", in order to differentiate such material from other conservation material furnished under the regular soil-building allowance.

There will also be entered in Section VI on line 11 in Columns (L) and (M) the established rates of deduction applicable to the material shown in Columns (K) and (L) to have been furnished under the Pasture Improvement Allowance. Deduction for such material, however, will be applicable only in accordance with the provisions of Bulletin NER-500-A, Section II, subsection F.

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On all applications for payment on which material is shown to have been furnished under the Pasture Improvement Allowance, there will be entered in Section VII, in the space provided for additional committee determinations, a statement of performance in pasture improvement setting forth the number of tons of lime applied and the

number of acres to which such lime was applied, and also the number of hundredweights of superphosphate applied and the acreage to which such superphosphate was applied, under the provisions of Bulletin NER-500-A, Section II, subsection F. Such entries will be made as follows:

"P-1-_____tons lime applied on_____acres;

P-2-_____cwt. super applied on_____acres."

Section II. Deductions for Material Furnished Under the Pasture Improvement Allowance

A single deduction for the material or part thereof shown to have been furnished under the Pasture Improvement Allowance will be made from the payment otherwise earned on the farm if:

1. The material furnished was not applied to open pasture land in accordance with the provisions of NER-500-A, Section II, subsection F, but was used on the farm for carrying out approved soil-building practices, or

2. The farmer has not applied an amount of liming material and superphosphate which he purchases himself or obtains under the regular soil-building allowance equal to the amount furnished under the Pasture Improvement Allowance to an equal acreage of other pasture land.

   The material which he purchases himself and uses for this purpose shall be reported on NER-520, Section IV, as Practice 6-B for liming material, and as Practice 4-B for superphosphate. The material furnished him under the regular allowance and which he uses for this purpose shall be reported on NER-520, Section IV, as Practice 6-C for liming material, and as Practice 4-C for superphosphate.

A double deduction will be made from any payment otherwise earned on the farm if the materials or part thereof furnished under the Pasture Improvement Allowance have not been properly applied under the Pasture Improvement Allowance and have been used for purposes other than carrying out approved soil-building practices.

A recommendation for either a single or double deduction will be made in Section VII of NER-520 in the case of material furnished for use under the Pasture Improvement Allowance and which is not so used. Such a recommendation in each case will include the quantity of material for which the deduction is recommended and indicate whether the deduction

recommended is single or double.

Issued with the approval of the Administrator of the Agricultural Adjustment Administration, on July 29, 1941.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

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NER-528 Issued April 3, 1941.

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Northeast Division

1941 Agricultural Conservation Program - Northeast Region

INSTRUCTIONS FOR DETERMINING PERFORMANCE

STATE OFFICE PROCEDURE

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INSTRUCTIONS FOR DETERMINING PERFORMANCE

STATE OFFICE PROCEDURE

SECTION I. INTRODUCTION

This bulletin contains procedure to be followed in determining performance under the 1941 Agricultural Conservation Program with particular reference to those functions involved in the procedure for which the State office is responsible. While county committees are directly responsible for determination of performance on farms in the county under the 1941 Program, it shall be the duty of the State office to exercise the necessary supervision of performance work as conducted in all counties. In addition to the general supervision of all performance work, the State office is directly responsible for the following specific functions:

1. Arranging for necessary district and county training schools covering all phases of performance work, including special instruction in the use of aerial photographs and related materials in counties where aerial photography is used.

2. Issuing supplementary instructions concerning the use of particular measuring equipment approved for use in the State, and for measuring and computing acreages.

3. Assisting county committees in the selection and training of farm checkers and other persons employed for performance work.

4. Arranging for spotchecking of all work involved in determining and reporting performance for the purpose of determining that the acreage figures and other basic data on the basis of which payments are to be made have been determined in accordance with approved provisions of the Program and applicable instructions.

SECTION II. REPORT OF PERFORMANCE FORMS

Form NER-522, together with NER-522-A (continuation sheet), where necessary, will be used in reporting performance on all allotment farms in all counties, and on all farms in counties where aerial photographs are used for checking performance in 1941, and, except as provided below, for all other farms.

At the option of the county committee, subject to the approval of the State office, Form NER-523 may be used for reporting performance on non-allotment farms in counties not using aerial photographs.

The original report of performance as turned in by the farm checker for each farm on which performance is determined will, as in 1940, be submitted to the State office for audit and tabulation, except that reports of performance for farms for which applications for payment are not filed may be retained in the county office if specifically authorized by the State office and approved by the Regional Director.

SECTION III. TRAINING AND EXAMINATION OF PERSONNEL

A. Training. It is the responsibility of the State office to provide the necessary personnel for assisting county committees in the training of farm checkers and other persons employed in determining performance. Sufficient supervision should be exercised over the methods of training employed by county committees to make sure that before beginning performance work, farm checkers, computers, planimeter operators, and other employees have been given adequate training in the duties which they are to perform.

B. Examinations. Arrangements shall be made by the State office in cooperation with county committees for the preparation of examinations to be given to prospective checkers before they are considered eligible for employment. Such examinations should be prepared by or with the approval of the State office and given under the direction of a person designated by the State office. In view of varying conditions existing between States and between counties within a State with respect to features of the Program which are most applicable within a given area, it is contemplated that examinations given farm checkers may vary between States and between counties within a State. For this reason it is recommended that examinations be prepared for a particular county or group of counties in a manner which will adequately reflect the qualifications of the farm checkers for their duties under the particular conditions existing in the county. Even though there may be considerable variation in the content of examinations given, all examinations should consist of the following:

1. A written test on provisions of the Program and the procedure with respect to which instructions were given during the training period.

2. A field test on a farm or farms involving the actual procedure in making measurements, preparation of report of performance forms, and, in counties where used, the actual use of aerial photographs.

C. Supplementary State Office Instructions. The State office will issue such additional instructions as may be deemed necessary to supplement the instructions issued by the Regional office with respect to evidence required and methods of determining performance under individual soil-building practices approved for the State.

Specail instructions may also be issued on methods of making

field measurements and determining acreages, the use of such measuring equipment as is approved by the State office for use in the State, and also relative to any special data for use in the State office and which should be included in the report of performance.

SECTION IV. SPOTCHECKING FARM CHECKERS

A. Number of Farms to be Spotchecked. A sufficient number of farms will be spotchecked in each county by persons employed by the State office to make sure that essential data are being accurately reported. In any event, however, the work of each farm checker employed shall be spotchecked at least once, and enough farms will be spotchecked in each county so that the number of farms spotchecked in all counties in the State shall not be less than 2 percent of the number of farms in the State on which performance is determined in 1941. Following the initial spotcheck of the work of each farm checker, as many more spotchecks of his work will be made as appear necessary.

B. Spotcheck Forms. In counties not using aerial photographs, Form NER-524 will be used by spotcheckers in reporting on the work of farm checkers.

In counties where aerial photographs are being used, Form NER-525 will be used by spotcheckers in reporting on the work of farm checkers.

These spotcheck reports will be prepared in accordance with instructions printed on the forms.

C. Nature of Farm Spotcheck. The spotchecker shall, in checking the work of each farm checker, make a redetermination with respect to all of the data reported by the farm checker on the report of performance for the farm. Particular attention should be given to the report made by the farm checker concerning the classification of crops and land use on the farm. Sufficient field measurements will be made on the farm to determine whether or not the estimate of acreage or measurements previously made by the farm checker are sufficiently accurate. In counties where aerial photographs are used, a sufficient number of boundaries should be reidentified on the photograph by the spotchecker to make sure that the identification of boundaries as previously made by the farm checker has been properly done. Sufficient information should be obtained from the farm operator to make sure that soil-building practices carried out on the farm, including the use of conservation materials, have been accurately reported by the farm checker.

D. Ratings and Recommendations. Following each spotcheck of the work of a farm checker, he will be given one of the following ratings by the spotchecker: very good, good, fair, or unsatisfactory.

At the same time, the spotchecker will make one of the following three recommendations:

1. That the work of the farm checker is approved, and that his employment be continued.

2. That employment of the farm checker be continued only after he has been given additional training.

3. That the work of the farm checker is unsatisfactory, and that his employment be discontinued.

The spotchecker will also indicate on the spotcheck report whether the report of performance as turned in by the farm checker for the farm spotchecked is accepted or rejected and whether the performance on other farms checked by the farm checker should be rechecked by the same or another farm checker. If the report of performance for the farm spotchecked is rejected, the county committee is authorized to accept the report of performance prepared by the spotchecker or have the farm rechecked.

In the event that recommendation No. 2 (continue employment only after additional training) is made, arrangements should be made by the State office to assist the county committee in giving the additional training as indicated by the spotchecker's report.

In the event that recommendation No. 3 (unsatisfactory, discontinue employment) is made, the employment of the farm checker will be discontinued.

Attention is directed to the fact that the accurate and efficient determination of performance in the county is the direct responsibility of the county committee, and that the spotchecker's report is a means of assisting the county committee in appraising the accuracy and efficiency of the work being done by the farm checkers employed by the county committee.

SECTION V. SPOTCHECKING COMPUTERS AND PLANIMETER OPERATORS

In addition to spotchecking the work of farm checkers as outlined in Section IV above, the State office shall arrange, in counties using aerial photographs, for spotchecking the work of and the instruments used by planimeter operators and computers employed in the county office.

The spotcheck of the work of computers and planimeter operators shall be performed by persons employed by the State office who may or may not be the same persons employed to spotcheck the work of farm checkers.

In cases where the person employed to spotcheck the work of farm checkers is trained and qualified to spotcheck the work of computers and planimeter operators, such person should be instructed to spotcheck the work of computers and planimeter operators each time he visits the county in connection with his regular spotcheck work.

Form NER-527 (Spotcheck Report of Planimeter Work) will be prepared in accordance with instructions printed on the reverse side of the form and will be submitted each time the work of a county office employee is spotchecked.

Computers and planimeter operators should be spotchecked at sufficiently frequent intervals to assure the accuracy of acreage determinations which are being made in the county office from aerial photographs supplemented by records of field measurements and notes turned in by farm checkers. The fields selected for spotchecking should be variable in size and shape and should include fields which require plotting and the computation of deductions for wasteland or headlands. Planimeter operators and computers who have had no previous experience should, in general, be spotchecked more frequently than experienced operators. The planimeter used by the spotchecker should not be the same one used by the operator in measuring the fields being spotchecked.

The frequency of the spotcheck should be determined by the State office provided, however, that as a minimum the work of each computer and planimeter operator shall be spotchecked:

1. Once, consisting of at least 10 fields, before transmittal of any 1941 applications for payment to the State office.

2. Twice each month during the period that reports of performance are being completed in the county office. These semi-monthly spotchecks should consist of measuring at least 5 fields.

SECTION VI. SPOTCHECKING REPORTS OF PERFORMANCE FOR FARMS NOT FILING APPLICATIONS

If, in accordance with Section II above, reports of performance for farms for which no applications for payment are filed are not transmitted to the State office for audit, it is required that the State office spotcheck at least 5 percent of such reports of performance in addition to other spotcheck work.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration

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reg.

NER-529 Issued April 21, 1941

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COUNTY PROCEDURE FOR DETERMINATION AND REPORT OF PERFORMANCE

INSTRUCTIONS FOR COUNTY COMMITTEES

(Applicable in Counties Using Aerial Photographs)

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SECTION I. GENERAL

This bulletin contains the procedure to be followed by county committees in the determination and report of performance in counties using aerial photographs or farm maps under the 1941 Agricultural Conservation Program. Instructions for farm checkers in counties using aerial photographs are contained in Bulletin NER-529-A.

A. Duties of the county committee. The county committee will be responsible for the selection, training, and employment of farm checkers and other employees for determining performance under the 1941 program, and will be held directly responsible for an accurate and efficient determination of performance on farms in the county.

B. Selection of farm checkers. Members of the county committee are not eligible for employment as farm checkers in determining performance. The first duty of the county committee is the selection of the persons to be given training as farm checkers. Only those persons who in the best judgment of the county committee can reasonably be expected to do reliable and satisfactory work should be selected for training.

C. Training of farm checkers. The county committee will arrange with the State office for necessary assistance in training prospective farm checkers. Each person selected should, prior to employment, be given thorough training, including the following:

1. Instructions with respect to provisions of the 1941 program applicable in the county.

2. Specific instructions on the preparation of forms used in connection with the determination of performance.

3. Instructions on methods of making field measurements and the use of measuring equipment.

4. Actual practice, under supervision, in making measurements and completing reports of performance on one or more farms.

5. Specific instructions relative to the use of aerial photographs, including actual practice in indicating farm and field boundaries, making necessary supplemental measurements, and recording on report forms the data necessary for completion of reports of performance by the county office. The selection and proper training of farm checkers who are to work with aerial photographs and farm maps made from aerial photographs are extremely important. The training of farm checkers and also those persons employed as planimeter operators in the county office should be conducted by qualified persons from the State office. Such training should include:

   a. An adequate period of time (probably at least one day) in the county office to become familiar with the procedure for using aerial photographs and index maps.

b. At least one full day should be spent in the field with small groups (4 or 5) of farm checkers, instructing them in the method of indicating farm and field boundaries, and in making necessary field measurements. Such instructions should also include the recording of necessary data on the report of performance form and in the making of farm sketch maps.

D. Examination of farm checkers. At the close of the training period, all persons having had such training may be considered eligible for employment as farm checkers only after satisfactorily passing an examination designed to determine their qualifications. It is recommended that such examination be given to prospective farm checkers under the direction of a person designated by the State office, and that the examination include (1) a written test on provisions of the program and the procedure with respect to which instructions were given during the training period, and (2) a field test on a farm involving the actual procedure in making measurements, preparation of report of performance forms, and the actual use of photographs.

E. Employment of farm checkers. After having passed the examination with a satisfactory grade, any such person may be employed as a farm checker if it is determined by the county committee that he is otherwise qualified. It is recommended that a person employed as a farm checker who has had no previous experience in checking performance be employed at a rate which is lower than for experienced farm checkers and become eligible for a higher rate within the maximum permitted only after his work has been spotchecked and approved.

F. Spotchecking. The work done by the farm checkers and in the county office will be spotchecked under the direction of the State office in order to make sure that acreage figures and other basic data on which payments are to be made are being determined in the county in accordance with applicable instructions and approved provisions of the Program. The spotchecking of work done by the farm checker will include an adequate check on all of the work involved in making a complete report of performance. After each spotcheck the farm checker will be given a rating. The spotchecker will also, in connection with each spotcheck report, make one of the following three recommendations:

1. That the work of the farm checker be approved, and that his employment be continued. In this event, a farm checker who had previously been employed at less than the maximum rate might reasonably be considered as eligible for a promotion in rate of pay not to exceed the permitted maximum.

2. That employment of the farm checker be continued only after additional training. In this event, the spotchecker will indicate the particular phase of the farm checker's work on which he needs further training. The county committee should then arrange for giving the farm checker the necessary additional training, after which he may be employed at the original rate for a period not to exceed 10 days before another spotcheck and rating by the spotchecker.

3. That the work of the farm checker is unsatisfactory and that his employment be discontinued. If this recommendation is made by the spotchecker, the county committee will immediately discontinue employment of the farm checker. The recommendation of the spotchecker shall be final when approved by the State office.

No farm checker should be employed for a period of more than 10 days prior to the initial spotcheck and submission of a spotcheck report. If, on the initial or any subsequent spotcheck, the work of the farm checker was not approved and the spotchecker recommended further training, the farm checker may be employed for not more than 10 days before his work is again spotchecked.

SECTION II. PREPARATION FOR PERFORMANCE WORK

A. Forms to be Used.

In counties where aerial photographs or farm maps are available for use, NER-522, Report of Performance, and where necessary NER-522-A, Continuation Sheet, will be used in reporting performance on all farms on which performance is to be determined in 1941. Prior to the time performance work is started in the county, a copy of this form will be prepared in the county office in the following manner for each farm on which performance is to be determined:

Section I. Persons interested in this farm. Enter names and addresses of persons interested in the farm as landlords, tenants, or sharecroppers insofar as this information is available.

Section III. Location of farm and description. Enter in this section, information insofar as available, with respect to the location and description of the farm.

Section V. Record of conservation materials furnished. Enter in Column (A) of this section the kind of material, such as "Triple Super", "20% Super", "Gr. Lime", etc. Enter in Column (B) the amount of each kind of material furnished for use under the 1940 program but which was not so used, and has been carried over for use under the 1941 program. Enter in Column (C) the amount of each kind of material furnished for use on the farm under the 1941 program. Enter in Column (D) the sum of Columns (B) and (C) for each kind of material. This item should be the total amount of each kind of material furnished the farm available for use under the 1941 program, including unused material carried over from 1940.

Section X. 1941 use of land and soil-building practices carried out. For the guidance of the farm checker, entries will be made on lines 20 and 22 to 26, inclusive, of Column (A). Other entries in this section will be made after performance is checked.

Section XI. Summary of land use, practices, and payments. Enter in Column (B) the program yield for allotment crops as determined for the farm for 1941.

Enter in Column (C) applicable acreage allotments, usual acreages, and conservation acreage goal, if any, determined for the farm under the 1941 program. In wheat and corn counties enter wheat and corn allotments for all farms for which such allotments have been determined. Also for each farm for which a wheat allotment or usual acreage has been determined, enter the usual acreage determined for the farm on line 5 of Column (C) unless the planted acreage of wheat as reported on Form NER-509 for the farms is less than the acreage allotment. For all farms in corn allotment counties for which corn allotments or usual acreages have been determined, enter the usual acreage of corn in Column (A) on line 2 in the space to the left of Column (B).

Enter in Column (D) on line 4 for all farms for which the acreage planted to wheat has been determined the acreage planted to wheat as shown on Form NER-509 for the farm.

Enter on lines 10 to 14, in Columns (A), (B), and (D), the acreages of cropland, pasture, and commercial orchard as used in computing the soil-building allowance for the farm and the amount of the soil-building allowance.

B. Record of Performance Activity.

All county offices are required to maintain a record of 1941 performance activities on Form NED-31, "County Office Record". Therefore, it is necessary that all farms on which performance is to be determined be listed on Form NED-31 before performance work is started.

C. Materials for Use of Farm Checker.

The following materials should be made available for use by farm checkers:

1. Copy of NER-500, with supplements.
2. Copy of NER-514 and 515 for the State.
3. Copy of NER-522, properly prepared for each farm in accordance with subsection A above.
4. Copy of Bulletin NER-529-A and other instructions.
5. A copy of Part IX, "Aerial Photography", of the "Handbook for County Agricultural Conservation Associations".
6. A supply of blank copies of NER-522.
7. The most recent map of the farm and a copy of NER-422 showing the most recently determined field acreages for the farm.
8. A supply of suitable paper for use in preparing sketch maps.
9. A measuring tape or chain.

10. Photographs on which farms to be checked are shown, except where it is determined that the farm map provides sufficient identification.

11. A board (of a type approved by the State office) upon which to fasten photographs for work in the field.

12. Red and blue pencils (of a type approved by the State office).

13. A 6-inch flat engineer's scale, graduated to tenths and fiftieths of an inch.

14. A magnifying glass.

15. Sandpaper for sharpening pencils.

A sufficient number of photographs for use over a period of 3 to 6 days only should be issued to a farm checker at one time. All photographs on which performance has been checked should be returned to the office at least once a week. Since the enlargements are of considerable value, some person in the county office should be designated to check the photographs in and out and to guard against shortage and misuse.

SECTION III. COUNTY OFFICE PROCEDURE FOR COMPLETING REPORTS OF PERFORMANCE

A. General Procedure. Necessary acreages will be determined in the county office from the photographs on which 1941 crops have been identified after the report of performance, including sketch maps showing field measurements and explanatory notes, has been turned in by the farm checker. This work will be done by persons who have received special training in the operation of planimeters and in the computation of acreages by this method.

As reports of performance are returned to the county office by farm checkers, all entries will be reviewed by the county office for completeness and accuracy. Entries which are not clear, complete, and accurate should be noted and called to the attention of the farm checker who submitted the report. Where necessary, the report of performance shall be returned to the farm checker with sufficient instructions to enable him to explain, complete, or correct questionable or incorrect entries. Errors by the farm checker in the computation of acreages from field measurements may be corrected in the county office, but should in all cases be called to the attention of the farm checker. Such corrections should be made, not by erasing incorrect entries and substituting correct entries therefor, but by drawing a line through the original incorrect entry and placing the correct entry above or beside the original entry. Such corrections should be initialed by the person making them.

B. Rule of Fractions. Fractions of acres and units of practices shall be expressed to the nearest tenth of an acre or unit and fractions in hundredths amounting to five or less shall be dropped, while those amounting to more than five hundredths shall be considered as a whole tenth. For example, 6.12 would be 6.1; 6.15 would be 6.1; while 6.16 would become 6.2.

C. Review of Data Reported by Farm Checker and Procedure for Completing Report by County Office.

1. Section I, "Persons Interested in This Farm." The names and addresses of persons reported in this section as interested in the farm and information as to whether the person is landlord, tenant, or sharecropper should be checked to determine that such entries are legible and complete.

2. Section II, "Division of Payment." Determine that the sum of the percentage shares shown in each column equals 100.

3. Section III, "Location of Farm and Description." Make sure that the land covered by the report of performance is adequately described and that any other land constituting a part of the farm covered by another report of performance is adequately described and identified.

4. Section IV, "Other Farms in Which Persons Shown in Section I Have an Interest." A record should be maintained in the county office of all persons who are reported in Column (C) as having an interest in two or more farms in the county and of all persons reported in Columns (E) and (G) as having an interest in one or more farms in other counties or other States. Such record should be kept in the regular card index file maintained by the county office, or in a separate file of persons interested in more than one farm. Arrangement shall be made to obtain reports of performance on all farms in the county in which a person has an interest, if such person files an application for payment or has been furnished conservation materials for one of such farms.

Information concerning other farms in other counties in the State or in other States shall be kept readily available for release to the State Committee upon request, and a recommendation should be made to the State Committee that performance be checked on such farms if the county committee has reason to believe that a person's interest in such other farms is such as to effect his payment on one or more farms in the county.

5. Section V, "Record of Material Furnished in Lieu of Payment." Verify from office records the entries in Columns (A), (B), (C), and (D) to determine that they are complete and correct and represent the kind, amount carried over from 1940, amount furnished under the 1941 Program, and total, respectively, of conservation materials furnished.

Verify the entries made by the farm checker in Column (E), as to the total amount of each kind of material shown in Section X of NER-522 to have been applied, and enter in Column (F) the amount of each kind of material which is shown, in Section X of NER-522 to have been used in an approved manner. Then make the following determinations with respect to the entries in this section:

a. Column (E). Total amount applied. Determine that the total amount applied is the same as the total amount furnished as shown in Column (D). If the amount of material recorded in Column (E) as having been applied is greater than the amount shown in Column (D) as having been furnished, a further check should be made to determine which figure is incorrect. If the amount shown in Column (E) is less than that shown in Column (D), examine Section IX for an explanation of the use made by the farmer of the materials furnished but which have not been applied. If all of the material furnished has not been accounted for return the report to the farm checker with the request that this information be obtained.

b. Column (F). Applied for credit. Determine whether the amount of each kind of material applied for credit as shown in Column (F) is the same as the amount furnished as shown in Column (D). If the amount of material shown in Column (F) as having been applied for credit is greater than the amount shown in Column (D) as having been furnished, a further check should be made to determine which figure is incorrect. If the amount shown in Column (F) as having been applied for credit is less than that shown in Column (D) as having been furnished, subtract the entry in Column (F) from the entry in Column (D) and enter the difference with red pencil prominently in Column (F) beside the original entry. This red entry represents the amount of material in connection with which a determination by the county committee is required as to whether such material is subject to a single or a double deduction.

6. Section VI, "Yield Data." All entries in this section will be checked to determine that production figures for wheat, potatoes, corn, and tobacco, are entered for all farms on which these crops are grown in 1941. Determine also that the year to which the recorded production relates is entered in Column (B). Verify such other data, if any, as the State office may have requested entered in this section.

7. Section VII, "Certifications." Check the entries in this section to make sure that the appropriate dates and signatures have been properly recorded.

8. Section VIII, "Record of Materials Purchased." Entries in this section will be checked in accordance with instructions issued by the State office.

9. Section X, "1941 Use of Land and Soil-Building Practices Carried Out."

a. Record of crops and land uses. Acreages to be determined by the county office and entered in Columns (C), (E), and (F) will be determined from the photograph in conjunction with the sketch map and notes turned in by the farm checker.

Column (C). Unless previously recorded by the farm checker from the record made available to him, the county office will determine and enter in Column (C) the acreage of each field as determined from the photograph. The total of Column (C) on line 20 will represent the total acreage of cropland on the farm in 1941. Do not enter in this column the acreage of any crop which is included in the area of commercial orchards.

Columns (E) and (F). Enter in Column (E) the actual acreage of that portion of the field occupied by the crop, including the acreage of allotment crops * interplanted in commercial orchards. Circle the acreage recorded in Column (E) of allotment crops interplanted in commercial orchard. Enter in Column (F) the difference between the total area of the field as indicated in Column (C) and the area actually occupied by the crop as shown in Column (E), except that no entry will be made in Column (F) in connection with acreage of crops interplanted in commercial orchards.

If two or more crops are grown consecutively on the same land, the acreage of each such crop will be entered in Column (E) opposite the name of the crop. In all such cases enter in Column (F) only the difference between the acreage of the first planted of such crops and the total area of the field as shown in Column (C). For all except the first planted of such crops make no entry in Column (F).

(1) If an allotment crop* is followed on the same land by one or more different allotment crops, the actual acreage of each such crop will be entered in Column (E) opposite the name of each such crop, and the acreage of all except the first crop will be circled.

(2) If an allotment crop is followed on the same land by the same allotment crop, the acreage of the crop will be counted only once. In this event the acreage to be entered in Column (E) is the acreage of whichever of such crops is the larger.

* An allotment crop as used herein means any crop for which a payment or deduction may be computed, including tobacco, potatoes, wheat, commercial vegetables, and corn.

(3) If an allotment crop is preceded by or is followed on the same land by a nonallotment crop, the acreage to be entered in Column (E) will be the acreage determined for the allotment crop.

(4) If a nonallotment crop is followed on the same land by the same or by a different nonallotment crop, the acreage to be entered in Column (E) will be the acreage of the first of such crops to reach maturity. If neither of such crops reaches maturity, the entry in Column (E) will be the acreage of the first planted of such crops.

Totals of Column (E) and (F). There will be entered on line 20 in Column (E) the total of uncircled entries in Column (E), lines 1 to 19, inclusive. There will also be entered as a separate entry and circled on line 20 in Column (E) the total of circled entries in Column (E), lines 1 to 19, inclusive. Enter on line 20 in Column (F) the sum of the entries in Column (F) on lines 1 to 20, inclusive.

The sum of the uncircled entries in Columns (E) and (F) for each field must in all cases equal the total area of the field as recorded in Column (C). Accordingly, the total of uncircled entries in Column (E) plus the total of the entries in Column (F) as recorded on line 20 must in all cases be equal to the acreage of total cropland on the farm as recorded on line 20, Column (C). The circled entry on line 20 of Column (E) is the sum of circled entries for all fields in Column (E) and represents the acreage of allotment crops grown following other allotment crops on the same land and allotment crops interplanted in commercial orchards.

(b) Record of soil-building practices.

Column (H). Description of practice and materials Used. The County office will check carefully the description of each approved soil-building practice carried out as reported by the farm checker in Column (H) to determine that the description provides sufficient data upon which to compute the credit earned for each such practice.

Column (J). Acres. The county office will verify the farm checker's entries, if any, in Column (J) and will compute and enter all other necessary acreages not previously entered by the farm checker with respect to the acreage on which practices are carried out.

Column (K). Units earned. There will be entered in this column by the county office the number of "units" of each soil-building practice carried out. The term "units" as referred to in this connection means that amount of each soil-building practice for which a specific monetary value is established in the State bulletin (NER-514 or 515). For example: If the superphosphate practice is expressed in terms of 48 pounds of P_2O_5, one unit will be recorded in this column for each 48 pounds of P_2O_5 used; if the potash practice is expressed in terms of dollars per 100 pounds of 50% muriate of potash, the entry in column (K) will represent hundredweight of muriate of potash; in the case of seeding practices, the entry in Column (K) will represent acres; in the case of stripcropping practices the value of which is 75¢ for each two acres, each unit recorded in Column (K) would represent 2 acres. For liming practices credit shown should in all cases be expressed in tons of standard ground limestone equivalents, even though the liming material actually used was other than standard ground limestone.

10. Section XI, "Summary of Land Use, Practices, and Payments." This section XI is for the purpose of recording a summary of the essential data for the farm for use in preparing applications for payment, and may also be used in making a computation of the payment, where necessary, in order to determine whether or not there is a payment due for which an application should be prepared.

a. Column (B), Program Yield. The program yields as determined for the farm, and previously entered in this column, should again be verified to determine that they represent the finally approved yields for the farm, and that a program yield is shown for the crops listed on lines 2, 3, 4, 5, and 6 of Column (A) for which an allotment has been determined, or with respect to which a deduction has been incurred for excess acreage.

b. Column (C), Allotment. All entries in this column should again be verified to determine that all acreage allotments, the conservation acreage goal, and usual acreages, if any, as finally determined for the farm, are entered and that such entries are correct.

c. Column (D), 1941 Acreage. There will be recorded in this column as totals for the farm a summary of 1941 crops called for in items 1 to 7, inclusive. The entries shall be obtained from Column (E) of Section X.

In case two or more allotment crops are grown consecutively on the same land, the second of which is entered as a circled entry in Column (E), the acreage of each of these crops will be recorded in this column. For example, if 5 acres of potatoes are planted on each of 4 fields and the potatoes on 2 fields are followed by commercial vegetables (shown as circled entries in Column (E), of Section X), the entry on line 6 of Column (D) of Section XI would be "20" acres, and the entry on line 7 would be "10" acres.

If there is double cropping on the same land of a single allotment crop, such as commercial vegetables followed by commercial vegetables, the acreage of the crop will be counted only once.

Line 1. Conservation Acreage (applicable only on farms with potatoes, tobacco, or wheat acreage allotments in New York, New Jersey, and Pennsylvania, outside of the commercial corn area.) Enter on this line, from the data shown in Column (D), of Section X, the total of all 1941 cropland uses which may be classified as conservation acreage in meeting the conservation acreage goal for the farm. Any cropland acreage may be counted toward meeting the conservation acreage goal, regardless of other use, if devoted at any time during the program year to one or more of the following uses: biennial or perennial legumes, perennial grasses, rye grass, green manure crops, cowpeas, winter legumes, soybeans from which seed are not harvested by mechanical means, fall seeded small grains not harvested for grain, forest trees, or land on which approved terraces are constructed and no soil-depleting crop is grown.

Line 2. Corn (in commercial corn counties only). Enter here as a total for the farm the acreage planted to corn as defined under the 1941 program.

Line 3. Tobacco. Enter here the total acreage of tobacco harvested on the farm in 1941.

Line 4. Wheat Planted. Show on this line for all farms in wheat allotment counties the "acreage planted to wheat" on the farm, as defined under the 1941 program. In the case of farms for which the acreage planted to wheat has previously been determined and shown on Form NER-509 this entry should be the same as that shown on NER-509 unless this report indicates that the planted acreage of wheat shown on NER-509 is incorrect, in which event the entry on NER-509 should be corrected accordingly.

Line 5. Wheat Harvested. Enter on this line, both for allotment and nonallotment farms, the acreage of wheat actually harvested on the farm for grain, or for any other purpose after reaching maturity.

Line 6. Potatoes. Enter here the acreage of potatoes planted on the farm in 1941.

Line 7. Commercial Vegetables. Enter here the total acreage of commercial vegetables planted on

the farm in 1941.

d. Column (B), items 10, 11, 12, and 13. The entries for these items should again be verified to determine that they reflect the proper acreages for the farm being operated in 1940. In case the report of performance, as turned in by the farm checker, shows that the farming unit operated in 1941 is not the same farming unit as was operated in 1940 and represented by the cropland pasture and orchard figures previously entered, or in case the report of performance shows that the classification of land reflected by the figures previously entered is incorrect, the entries in Columns (A), (B), and (D) should be corrected to reflect the change in farming unit or in classification of land. These items should not be changed merely to reflect a difference in measurement of the same land in 1941 as compared with 1940.

e. Summary of Practices. Columns (H), (I), (J), and (K) are provided in this section for use in summarizing the soil-building practices carried out on the farm. The summary of practices may be made effectively by entering in Column (H) the practice number, and in Column (I) the number of units of each practice as recorded for each of several fields in Column (K) of Section X. The units of each practice thus entered in Column (I) may then be added, thus obtaining in Column (I) a total number of units of each practice.

In cases where it is necessary to compute the amount earned by soil-building practices, the rate per unit for each practice may then be entered in Column (J) opposite the total units of each practice as shown in Column (I), and multiplied out to obtain the amount earned by each practice, such amount to be shown in dollars and cents in Column (K). Column (K) may then be added to obtain on line 12 the total amount earned by all soil-building practices carried out.

If it is apparent from the summary of the report of performance for the farm made in the manner outlined above that there has been a payment earned for which an application for payment should be prepared, no additional entries should be made in this section, except that the block in the lower right-hand corner of the section, labelled "Application", should be checked conspicuously to indicate that an application for payment should be prepared from this report of performance. However, if it is necessary to compute the payment earned, in order to determine whether or not there is payment due for which an application for payment should be prepared, space is provided in this section for entering the various items of payment which may be computed for the farm.

The extent to which a computation of payment will be made in the county office and shown on reports of performance, subject to the limitation contained herein, will be in accordance with instructions issued by the State office.

11. Computation of Payment.

a. Column (E), Acreage for Payment, is for entering the acreage of allotment crops on which payment is computed in cases where the 1941 acreage of the crop is less than 80% of the acreage allotment for the crop, and there is no evidence that failure to plant 80% of the allotment was due to flood or drought, or, in the case of tobacco, to plant-bed disease. In such cases, the entries in this column will be 125% of the 1941 acreage. If there are entries in this column determined in the manner indicated above for any crop, entries should be made in this column for all crops for which allotments are determined. In arriving at the totals on line 8 of Columns (C) and (E), items 1 and 7, conservation acreage and commercial vegetables, respectively, should be omitted.

In cases where the acreage of cropland for payment is increased by reason of a reduction in the acreage of allotment crops for payment below the total of the allotments, it will be necessary to revise the total soil-building allowance accordingly. In such cases, the total of Column (E) on line 8 should be used rather than the total of Column (C) on line 8 in arriving at the acres of cropland for payment shown on line 11 of Column (B). The revised soil-building allowance in such cases should be entered above or below the original entry on line 14 of Column (D).

b. Column (G). Payment. In arriving at the amount of allotment payments, the rates of payment for the allotments which are applicable should be entered in Column (F) and multiplied either by the allotment or the acreage for payment, as the case may be, and the amount of the payment entered in Column (G). The total of all allotment payments may be entered on line 8 of Column (G). Enter on line 9 of Column (G) either the total amount earned by soil-building practices, as shown on line 12 of Column (K), or the soil-building allowance as shown on line 14 of Column (D), whichever is smaller. The total payment earned, to be shown on line 10 of Column (G), will be the sum of the allotment payment and soil-building payment, to which should then be added the applicable small payment increase, showing

the total earned payment including the increase on line 12 of Column (G).

The deduction for conservation materials furnished should then be entered on line 13 of Column (G), and subtracted from the total payment, in order to determine the balance, if any, of payment to be shown on line 14 of Column (G) which could be made for the farm.

If the computation of payment shows that an application for payment should be prepared, a check mark should be entered conspicuously in the box marked "Application", and conversely a check mark should be entered in the box marked "No Application", if the computation of payment indicates that no application should be prepared.

c. Farms for which no Computation of Payment is Necessary. Irrespective of other cases, for which a computation of the payment will be necessary in order to determine eligibility to file an application, no computation of payment is necessary in the following cases, since an application for payment is required for all such cases:

1. Farms on which a person is eligible for a share of the payment, or who has been furnished conservation material and who also is entitled to a share of the crops or proceeds thereof for which payment or deduction may be computed on any other farm in the county.

2. Any farm furnished conservation material and on which a program deduction has been incurred, such as for excess acreage of any allotment crop, or for failure to maintain practices in 1941 for which payment was made under the previous programs, or for any practice defeating the purpose of the program.

3. Any farm on which the conservation material furnished for use under the 1940 program, including material carried over from 1940, are not properly used.

Furthermore, no computation of payment is necessary to determine eligibility to file an application in the following cases, since an application should not be submitted for such cases unless required by one of the conditions (1, 2, or 3), listed in the preceding paragraph:

4. Any nonallotment farm for which the deduction for material furnished is within $1.00 of the maximum payment for the farm.

5. Any nonallotment farm for which no practices are carried out other than those carried out with the material furnished.

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Director, Northeast Division.
Agricultural Adjustment Administration.

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neg.

Section XI. Summary of land use, practices, and payments.

Enter in Column (B) the program yield for allotment crops as determined for the farm for 1941.

Enter in Column (C) applicable acreage allotments, usual acreages, and conservation acreage goal, if any, determined for the farm under the 1941 program. In wheat and corn counties enter wheat and corn allotments for all farms for which such allotments have been determined. Also for each farm for which a wheat allotment or usual acreage has been determined, enter the usual acreage determined for the farm on line 5 of Column (C) unless the planted acreage of wheat as reported on Form NER-509 for the farms is less than the acreage allotment. For all farms in corn allotment counties for which corn allotments or usual acreages have been determined, enter the usual acreage of corn in Column (A) on line 2 in the space to the left of Column (B).

Enter in Column (D) on line 4 for all farms for which the acreage planted to wheat has been determined the acreage planted to wheat as shown on Form NER-509 for the farm.

Enter on lines 10 to 14, in Columns (A), (B), and (D), the acreages of cropland, pasture, and commercial orchard as used in computing the soil-building allowance for the farm and the amount of the soil-building allowance.

B. Record of Performance Activity.

All county offices are required to maintain a record of 1941 performance activities on Form NED-31, "County Office Record". Therefore, it is necessary that all farms on which performance is to be determined be listed on Form NED-31 before performance work is started.

C. Materials for Use of Farm Checker.

The following materials should be made available for use by farm checkers:

1. Copy of NER-500, with supplements.
2. Copy of NER-514 and 515 for the State.
3. Copy of NER-522, properly prepared for each farm in accordance with subsection A above.
4. Copy of Bulletin NER-529-A and other instructions.
5. A copy of Part IX, "Aerial Photography", of the "Handbook for County Agricultural Conservation Associations".
6. In the States which have approved the procedure for obtaining the farmer's signature on the application for payment at the time of checking performance, a sufficient number of blank copies of NER-520.
7. A supply of blank copies of NER-522.
8. The most recent map of the farm and a copy of NER-422 showing the most recently determined field acreages for the farm.

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9. A supply of suitable paper for use in preparing sketch maps.

10. A measuring tape or chain.

11. Photographs on which farms to be checked are shown, except where it is determined that the farm map provides sufficient identification.

12. A board (of a type approved by the State office) upon which to fasten photographs for work in the field.

13. Red and blue pencils (of a type approved by the State office).

14. A 6-inch flat engineer's scale, graduated to tenths and fiftieths of an inch.

15. A magnifying glass.

16. Sandpaper for sharpening pencils.

A sufficient number of photographs for use over a period of 3 to 6 days only should be issued to a farm checker at one time. All photographs on which performance has been checked should be returned to the office at least once a week. Since the enlargements are of considerable value, some person in the county office should be designated to check the photographs in and out and to guard against shortage and misuse.

SECTION III. COUNTY OFFICE PROCEDURE FOR COMPLETING REPORTS OF PERFORMANCE

A. General Procedure. Necessary acreages will be determined in the county office from the photographs on which 1941 crops have been identified after the report of performance, including sketch maps showing field measurements and explanatory notes, has been turned in by the farm checker. This work will be done by persons who have received special training in the operation of planimeters and in the computation of acreages by this method.

As reports of performance are returned to the county office by farm checkers all entries will be reviewed by the county office for completeness and accuracy. Entries which are not clear, complete, and accurate should be noted and called to the attention of the farm checker who submitted the report. Where necessary, the report of performance shall be returned to the farm checker with sufficient instructions to enable him to explain, complete, or correct questionable or incorrect entries. Errors by the farm checker in the computation of acreages from field measurements may be corrected in the county office, but should in all cases be called to the attention of the farm checker. Such corrections should be made, not by erasing incorrect entries and substituting correct entries therefor, but by drawing a line through the original incorrect entry and placing the correct entry above or beside the original entry. Such corrections should be initialed by the person making them.

B. Rule of Fractions. Fractions of acres and units of practices shall be expressed to the nearest tenth of an acre or unit and fractions in hundredths amounting to five or less shall be dropped, while those amounting to more than five hundredths shall be considered as a whole tenth. For example, 6.12 would be 6.1; 6.15 would be 6.1; while 6.16 would become 6.2.

C. Review of Data Reported by Farm Checker and Procedure for Completing Report by County Office.

1. Section I, "Persons Interested in This Farm." The names and addresses of persons reported in this section as interested in the farm and information as to whether the person is landlord, tenant, or sharecropper should be checked to determine that such entries are legible and complete.

2. Section II, "Division of Payment." Determine that the sum of the percentage shares shown in each column equals 100.

3. Section III, "Location of Farm and Description." Make sure that the land covered by the report of performance is adequately described and that any other land constituting a part of the farm covered by another report of performance is adequately described and identified.

4. Section IV, "Other Farms in Which Persons Shown in Section I Have an Interest." A record should be maintained in the county office of all persons who are reported in Column (C) as having an interest in two or more farms in the county and of all persons reported in Columns (E) and (G) as having an interest in one or more farms in other counties or other States. Such record should be kept in the regular card index file maintained by the county office, or in a separate file of persons interested in more than one farm. Arrangement shall be made to obtain reports of performance on all farms in the county in which a person has an interest, if such person files an application for payment or has been furnished conservation materials for one of such farms.

Information concerning other farms in other counties in the State or in other States shall be kept readily available for release to the State Committee upon request, and a recommendation should be made to the State Committee that performance be checked on such farms if the county committee has reason to believe that a person's interest in such other farms is such as to effect his payment on one or more farms in the county.

5. Section V, "Record of Material Furnished in Lieu of Payment." Verify from office records the entries in Columns (A), (B), (C), and (D) to determine that they are complete and correct and represent the kind, amount carried over from 1940, amount furnished under the 1941 Program, and total, respectively, of conservation materials furnished.

Verify the entries made by the farm checker in Column (E), as to the total amount of each kind of material shown in Section X of NER-522 to have been applied, and enter in Column (F) the amount of each kind of material which is shown, in Section X of NER-522 to have been used in an approved manner. Then make the following determinations with respect to the entries in this section:

a. Column (E). Total amount applied. Determine that the total amount applied is the same as the total amount furnished as shown in Column (D). If the amount of material recorded in Column (E) as having been applied is greater than the amount shown in Column (D) as having been furnished, a further check should be made to determine which figure is incorrect. If the amount shown in Column (E) is less than that shown in Column (D), examine Section IX for an explanation of the use made by the farmer of the materials furnished but which have not been applied. If all of the material furnished has not been accounted for return the report to the farm checker with the request that this information be obtained.

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b. Column (F). Applied for credit. Determine whether the amount of each kind of material applied for credit as shown in Column (F) is the same as the amount furnished as shown in Column (D). If the amount of material shown in Column (F) as having been applied for credit is greater than the amount shown in Column (D) as having been furnished, a further check should be made to determine which figure is incorrect. If the amount shown in Column (F) as having been applied for credit is less than that shown in Column (D) as having been furnished, subtract the entry in Column (F) from the entry in Column (D) and enter the difference with red pencil prominently in Column (F) beside the original entry. This red entry represents the amount of material in connection with which a determination by the county committee is required as to whether such material is subject to a single or a double deduction.

6. Section VI. "Yield Data." All entries in this section will be checked to determine that production figures for wheat, potatoes, corn, and tobacco, are entered for all farms on which these crops are grown in 1941. Determine also that the year to which the recorded production relates is entered in Column (B). If in commercial corn counties the production figures shown in Column (C) are for 1941, they should not include the yield on production of corn planted after June 30, 1941. Verify such other data, if any, as the State office may have requested entered in this section.

7. Section VII. "Certifications." Check the entries in this section to make sure that the appropriate dates and signatures have been properly recorded.

8. Section VIII. "Record of Materials Purchased." Entries in this section will be checked in accordance with instructions issued by the State office.

Column (J). Acres. The county office will verify the farm checker's entries, if any, in Column (J) and will compute and enter all other necessary acreages not previously entered by the farm checker with respect to the acreage on which practices are carried out.

Column (K). Units earned. There will be entered in this column by the county office the number of "units" of each soil-building practice carried out. The term "units" as referred to in this connection means that amount of each soil-building practice for which a specific monetary value is established in the State bulletin (NER-514 or 515). For example: If the superphosphate practice is expressed in terms of 48 pounds of P_2O_5, one unit will be recorded in this column for each 48 pounds of P_2O_5 used; if the potash practice is expressed in terms of dollars per 100 pounds of 50% muriate of potash, the entry in column (K) will represent hundredweight of muriate of potash; in the case of seeding practices, the entry in Column (K) will represent acres; in the case of stripcropping practices the value of which is 75¢ for each two acres, each unit recorded in Column (K) would represent 2 acres. For liming practices credit shown should in all cases be expressed in tons of standard ground limestone equivalents, even though the liming material actually used was other than standard ground limestone.

10. Section XI, "Summary of Land Use, Practices, and Payments." This section XI is for the purpose of recording a summary of the essential data for the farm for use in preparing applications for payment, and may also be used in making a computation of the payment, where necessary, in order to determine whether or not there is a payment due for which an application should be prepared.

a. Column (B), Program Yield. The program yields as determined for the farm, and previously entered in this column, should again be verified to determine that they represent the finally approved yields for the farm, and that a program yield is shown for the crops listed on lines 2, 3, 4, 5, and 6 of Column (A) for which an allotment has been determined, or with respect to which a deduction has been incurred for excess acreage.

b. Column (C), Allotment. All entries in this column should again be verified to determine that all acreage allotments, the conservation acreage goal, and usual acreages, if any, as finally determined for the farm, are entered and that such entries are correct.

c. Column (D), 1941 Acreage. There will be recorded in this column as totals for the farm a summary of 1941 crops called for in items 1 to 7, inclusive. The entries shall be obtained from Column (E) of Section X.

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In case two or more allotment crops are grown consecutively on the same land, the second of which is entered as a circled entry in Column (E), the acreage of each of these crops will be recorded in this column. For example, if 5 acres of potatoes are planted on each of 4 fields and the potatoes on 2 fields are followed by commercial vegetables (shown as circled entries in Column (E), of Section X), the entry on line 6 of Column (D) of Section XI would be "20" acres, and the entry on line 7 would be "10" acres.

If there is double cropping on the same land of a single allotment crop, such as commercial vegetables followed by commercial vegetables, the acreage of the crop will be counted only once.

Line 1. Conservation Acreage (applicable only on farms with potato, tobacco, or wheat acreage allotments in New York, New Jersey, and Pennsylvania, outside of the commercial corn area). Enter on this line, from the data shown in Column (D), of Section X, the total of all 1941 cropland uses which may be classified as conservation acreage in meeting the conservation acreage goal for the farm. Any cropland acreage may be counted toward meeting the conservation acreage goal, regardless of other use, if devoted at any time during the program year to one or more of the following uses: biennial or perennial legumes, perennial grasses, rye grass, green manure crops, cowpeas, winter legumes, soybeans, fall-seeded small grains not harvested for grain, forest trees, or land on which approved terraces are constructed and no soil-depleting crop is grown.

Line 2. Corn (in commercial corn counties only). Enter here as a total for the farm the acreage planted to corn prior to July 1, 1941, as defined under the 1941 program.

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Line 3. Tobacco. Enter here the total acreage of tobacco harvested on the farm in 1941.

Line 4. Wheat Planted. Show on this line for all farms in wheat allotment counties the "acreage planted to wheat" on the farm, as defined under the 1941 program. In the case of farms for which the acreage planted to wheat has previously been determined and shown on Form NER-509 this entry should be the same as that shown on NER-509 unless this report indicates that the planted acreage of wheat shown on NER-509 is incorrect, in which event the entry on NER-509 should be corrected accordingly.

Line 5. Wheat Harvested. Enter on this line, both for allotment and nonallotment farms, the acreage of wheat actually harvested on the farm for grain, or for any other purpose after reaching maturity.

Line 6. Potatoes. Enter here the acreage of potatoes planted on the farm in 1941.

Line 7. Commercial Vegetables. Enter here the total acreage of commercial vegetables planted on the farm in 1941. Do not include in this item the acreages of tomatoes, peas, snap beans, lima beans, and corn for processing. However, the acreages of these crops should be summarized and shown as a separate figure on line 7 in Column (B).

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d. Column (B), items 19, 11, 12, and 13. The entries for these items should again be verified to determine that they reflect the proper acreages for the farm being operated in 1941. In case the report of performance, as turned in by the farm checker, shows that the farming unit operated in 1941 is not the same farming unit as was operated in 1940 and represented by the cropland, pasture, and orchard figures previously entered, or in case the report of performance shows that the classification of land reflected by the figures previously entered is incorrect, the entries in Columns (A), (B), and (D) should be corrected to reflect the change in farming unit or in classification of land. These items should not be changed merely to reflect a difference in measurement of the same land in 1941 as compared with 1940.

e. Summary of Practices. Columns (H), (I), (J), and (K) are provided in this section for use in summarizing the soil-building practices carried out on the farm. The summary of practices may be made effectively by entering in Column (H) the practice number, and in Column (I) the number of units of each practice as recorded for each of several fields in Column (K) of Section X. The units of each practice thus entered in Column (I) may then be added, thus obtaining in Column (I) a total number of units of each practice.

In cases where it is necessary to compute the amount earned by soil-building practices, the rate per unit for each practice may then be entered in Column (J) opposite the total units of each practice as shown in Column (I), and multiplied out to obtain the amount earned by each practice, such amount to be shown in dollars and cents in Column (K). Column (K) may then be added to obtain on line 12 the total amount earned by all soil-building practices carried out.

If it is apparent from the summary of the report of performance for the farm made in the manner outlined above that there has been a payment earned for which an application for payment should be prepared, no additional entries should be made in this section, except that the block in the lower right-hand corner of the section, labelled "Application", should be checked conspicuously to indicate that an application for payment should be prepared from this report of performance. However, if it is necessary to compute the payment earned, in order to determine whether or not there is payment due for which an application for payment should be prepared, space is provided in this section for entering the various items of payment which may be computed for the farm.

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Line 3. Tobacco. Enter here the total acreage of tobacco harvested on the farm in 1941.

Line 4. Wheat Planted. Show on this line for all farms the "acreage planted to wheat" on the farm, as defined under the 1941 program. In the case of farms for which the acreage planted to wheat has previously been determined and shown on Form NER-509 this entry should be the same as that shown on NER-509 unless this report indicates that the planted acreage of wheat shown on NER-509 is incorrect, in which event the entry on NER-509 should be corrected accordingly.

Revised Show on this line in Column (A) the actual acreage seeded to wheat including wheat used for green manure or cover crops, pasture, hay, ensilage, and other uses for all farms on which this figure will be larger than the figure in Column (D).

Line 5. Wheat Harvested. Enter on this line, both for allotment and nonallotment farms, the acreage of wheat actually harvested on the farm for grain, or for any other purpose after reaching maturity.

Line 6. Potatoes. Enter here the acreage of potatoes planted on the farm in 1941.

Line 7. Commercial Vegetables. Enter here the total acreage of commercial vegetables planted on the farm in 1941. Do not include in this item the acreages of to-

Revised matoes, peas, snap beans, lima beans, and corn, for processing. However, the acreages of these crops should be summarized and shown as a separate figure on line 7 in Column (B). Also show as a separate item on line 7 in Column A the acreage of peas and corn for processing.

d. Column (B), items 19, 11, 12, and 13. The entries for these items should again be verified to determine that they reflect the proper acreages for the farm being operated in 1941. In case the report of performance, as turned in by the farm checker, shows that the farming unit operated in 1941 is not the same farming unit as was operated in 1940 and represented by the cropland, pasture, and orchard figures previously entered, or in case the report of performance shows that the classification of land reflected by the figures previously entered is incorrect, the entries in Columns (A), (B), and (D) should be corrected to reflect the change in farming unit or in classification of land. These items should not be changed merely to reflect a difference in measurement of the same land in 1941 as compared with 1940.

e. Summary of Practices. Columns (H), (I), (J), and (K) are provided in this section for use in summarizing the soil-building practices carried out on the farm. The summary of practices may be made effectively by entering in Column (H) the practice number, and in Column (I) the number of units of each practice as recorded for each of several fields in Column (K) of Section X. The units of each practice thus entered in Column (I) may then be added, thus obtaining in Column (I) a total number of units of each practice.

In cases where it is necessary to compute the amount earned by soil-building practices, the rate per unit for each practice may then be entered in Column (J) opposite the total units of each practice as shown in Column (I), and multiplied out to obtain the amount earned by each practice, such amount to be shown in dollars and cents in Column (K). Column (K) may then be added to obtain on line 12 the total amount earned by all soil-building practices carried out.

If it is apparent from the summary of the report of performance for the farm made in the manner outlined above that there has been a payment earned for which an application for payment should be prepared, no additional entries should be made in this section, except that the block in the lower right-hand corner of the section, labelled "Application", should be checked conspicuously to indicate that an application for payment should be prepared from this report of performance. However, if it is necessary to compute the payment earned, in order to determine whether or not there is payment due for which an application for payment should be prepared, space is provided in this section for entering the various items of payment which may be computed for the farm.

The extent to which a computation of payment will be made in the county office and shown on reports of performance, subject to the limitation contained herein, will be in accordance with instructions issued by the State office.

11. Computation of Payment.

a. Column (E), Acreage for Payment, is for entering the acreage of allotment crops on which payment is computed in cases where the 1941 acreage of the crop is less than 80% of the acreage allotment for the crop, and there is no evidence that failure to plant 80% of the allotment was due to flood or drought, or, in the case of tobacco, to plant-bed disease. In such cases, the entries in this column will be 125% of the 1941 acreage. If there are entries in this column determined in the manner indicated above for any crop, entries should be made in this column for all crops for which allotments are determined. In arriving at the totals on line 8 of Columns (C) and (E), items 1 and 7, conservation acreage and commercial vegetables, respectively, should be omitted.

In cases where the acreage of cropland for payment is increased by reason of a reduction in the acreage of allotment crops for payment below the total of the allotments, it will be necessary to revise the total soil-building allowance accordingly. In such cases, the total of Column (E) on line 8 should be used rather than the total of Column (C) on line 8 in arriving at the acres of cropland for payment shown on line 11 of Column (B). The revised soil-building allowance in such cases should be entered above or below the original entry on line 14 of Column (D).

b. Column (G). Payment. In arriving at the amount of allotment payments, the rates of payment for the allotments which are applicable should be entered in Column (F) and multiplied either by the allotment or the acreage for payment, as the case may be, and the amount of the payment entered in Column (G). The total of all allotment payments may be entered on line 8 of Column (G). Enter on line 9 of Column (G) either the total amount earned by soil-building practices, as shown on line 12 of Column (K), or the soil-building allowance as shown on line 14 of Column (D), whichever is smaller. The total payment earned, to be shown on line 10 of Column (G), will be the sum of the allotment payment and soil-building payment, to which should then be added the applicable small payment increase, showing

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the total earned payment including the increase on line 12 of Column (G).

The deduction for conservation materials furnished should then be entered on line 13 of Column (G), and subtracted from the total payment, in order to determine the balance, if any, of payment to be shown on line 14 of Column (G) which could be made for the farm.

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If the computation of payment shows that an application for payment should be prepared, a check mark should be entered conspicuously in the box marked "Application", and conversely a check mark should be entered in the box marked "No Application", if the computation of payment indicates that no application should be prepared.

c. Farms for which no Computation of Payment is Necessary. Irrespective of other cases, for which a computation of the payment will be necessary in order to determine eligibility to file an application, no computation of payment is necessary in the following cases, since an application for payment is required for all such cases:

1. Any farm on which it is obvious that a net deduction would be computed for any person, provided such person also files an application or has been furnished conservation materials with respect to any other farm in the county. Revised

2. Any farm furnished conservation material and on which a program deduction has been incurred, such as for excess acreage of any allotment crop, or for failure to maintain any practice in 1941 for which payment was made under any previous program, or for any practice defeating the purpose of the program.

3. Any farm on which conservation material furnished for use under the 1941 Program (including material carried over from 1940 and for which only a single deduction was made) is not properly used. Revised

REVISED The payment earned should be computed and shown, together with the applicable small payment increase and deduction for conservation materials, on reports of performance for farms furnished conservation materials for use under the 1941 Program, but for which applications for payment are not submitted.

REVISED However, the payment should not be computed and shown on the reports of performance for farms for which it can be determined without making the computations that a net payment has been earned, or for farms for which applications for payment, regardless of the amount of the computed payment, are required.

REVISED Otherwise, the payment should be computed and shown on report of performance forms, only to the extent necessary in order to determine whether or not there is a payment due for which an application should be prepared.

11. Computation of Payment.

a. Column (E), Acreage for Payment, is for entering the acreage of allotment crops on which payment is computed in cases where the 1941 acreage of the crop is less than 80% of the acreage allotment for the crop, and there is no evidence that failure to plant 80% of the allotment was due to flood or drought, or, in the case of tobacco, to plant-bed disease. In such cases, the entries in this column will be 125% of the 1941 acreage. If there are entries in this column determined in the manner indicated above for any crop, entries should be made in this column for all crops for which allotments are determined. In arriving at the totals on line 8 of Columns (C) and (E), items 1 and 7, conservation acreage and commercial vegetables, respectively, should be omitted.

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In cases where the acreage of cropland for payment is increased by reason of a reduction in the acreage of allotment crops for payment below the total of the allotments, it will be necessary to revise the total soil-building allowance accordingly. In such cases, the total of Column (E) on line 8 should be used rather than the total of Column (C) on line 8 in arriving at the acres of cropland for payment shown on line 11 of Column (B). The revised soil-building allowance in such cases should be entered above or below the original entry on line 14 of Column (D).

b. Column (G). Payment. In arriving at the amount of allotment payments, the rates of payment for the allotments which are applicable should be entered in Column (F) and multiplied either by the allotment or the acreage for payment, as the case may be, and the amount of the payment entered in Column (G). The total of all allotment payments may be entered on line 8 of Column (G). Enter on line 9 of Column (G) the smaller of: (1) the total amount earned by soil-building practices as shown on line 12 of Column (K), or (2) the sum of the soil-building allowance (as shown on line 14 of Column (D)), plus the amount earned by planting forest trees up to, but not in excess of, $15.00. The total payment earned, to be shown on line 10 of Column (G), will be the sum of the allotment payment and soil-building payment, to which should then be added the applicable small payment increase, showing the total earned payment including the increase on line 12 of Column (G).

REVISED

The deduction for conservation materials furnished should then be entered on line 13 of Column (G), and subtracted from the total payment, in order to determine the balance, if any, of payment to be shown on line 14 of Column (G) which could be made for the farm.

If the computation of payment shows that an application for payment should be prepared, a check mark should be entered conspicuously in the box marked "Application", and conversely a check mark should be entered in the box marked "No Application", if the computation of payment indicates that no application should be prepared.

c. Farms for which No Computation of Payment is Necessary. Irrespective of other cases, for which a computation of the payment will be necessary in order to determine eligibility to file an application, no computation of payment is necessary in the following cases, since an application for payment is required for all such cases:

1. Any farm on which it is obvious that a net deduction would be computed for any person, provided such person also

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files an application or has been furnished conservation materials with respect to any other farm in the county.

2. Any farm furnished conservation material and on which a program deduction has been incurred, such as for excess acreage of any allotment crop, or for failure to maintain any practice in 1941 for which payment was made under any previous program, or for any practice defeating the purpose of the program.

3. Any farm on which conservation material furnished for use under the 1941 Program (including material carried over from 1940 and for which a single deduction was made) is not properly used.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

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NER-529 Issued April 21, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Northeast Division

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COUNTY PROCEDURE FOR DETERMINATION AND REPORT OF PERFORMANCE

INSTRUCTIONS FOR COUNTY COMMITTEES

(Applicable in Counties Using Aerial Photographs)

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SECTION I. GENERAL

This bulletin contains the procedure to be followed by county committees in the determination and report of performance in counties using aerial photographs or farm maps under the 1941 Agricultural Conservation Program. Instructions for farm checkers in counties using aerial photographs are contained in Bulletin NER-529-A.

A. Duties of the county committee. The county committee will be responsible for the selection, training, and employment of farm checkers and other employees for determining performance under the 1941 program, and will be held directly responsible for an accurate and efficient determination of performance on farms in the county.

B. Selection of farm checkers. Members of the county committee are not eligible for employment as farm checkers in determining performance. The first duty of the county committee is the selection of the persons to be given training as farm checkers. Only those persons who in the best judgment of the county committee can reasonably be expected to do reliable and satisfactory work should be selected for training.

C. Training of farm checkers. The county committee will arrange with the State office for necessary assistance in training prospective farm checkers. Each person selected should, prior to employment, be given thorough training, including the following:

1. Instructions with respect to provisions of the 1941 program applicable in the county.

2. Specific instructions on the preparation of forms used in connection with the determination of performance.

3. Instructions on methods of making field measurements and the use of measuring equipment.

4. Actual practice, under supervision, in making measurements and completing reports of performance on one or more farms.

5. Specific instructions relative to the use of aerial photographs, including actual practice in indicating farm and field boundaries, making necessary supplemental measurements, and recording on report forms the data necessary for completion of reports of performance by the county office. The selection and proper training of farm checkers who are to work with aerial photographs and farm maps made from aerial photographs are extremely important. The training of farm checkers and also those persons employed as planimeter operators in the county office should be conducted by qualified persons from the State office. Such training should include:

   a. An adequate period of time (probably at least one day) in the county office to become familiar with the procedure for using aerial photographs and index maps.

b. At least one full day should be spent in the field with small groups (4 or 5) of farm checkers, instructing them in the method of indicating farm and field boundaries, and in making necessary field measurements. Such instructions should also include the recording of necessary data on the report of performance form and in the making of farm sketch maps.

D. Examination of farm checkers. At the close of the training period, all persons having had such training may be considered eligible for employment as farm checkers only after satisfactorily passing an examination designed to determine their qualifications. It is recommended that such examination be given to prospective farm checkers under the direction of a person designated by the State office, and that the examination include (1) a written test on provisions of the program and the procedure with respect to which instructions were given during the training period, and (2) a field test on a farm involving the actual procedure in making measurements, preparation of report of performance forms, and the actual use of photographs.

E. Employment of farm checkers. After having passed the examination with a satisfactory grade, any such person may be employed as a farm checker if it is determined by the county committee that he is otherwise qualified. It is recommended that a person employed as a farm checker who has had no previous experience in checking performance be employed at a rate which is lower than for experienced farm checkers and become eligible for a higher rate within the maximum permitted only after his work has been spotchecked and approved.

F. Spotchecking. The work done by the farm checkers and in the county office will be spotchecked under the direction of the State office in order to make sure that acreage figures and other basic data on which payments are to be made are being determined in the county in accordance with applicable instructions and approved provisions of the Program. The spotchecking of work done by the farm checker will include an adequate check on all of the work involved in making a complete report of performance. After each spotcheck the farm checker will be given a rating. The spotchecker will also, in connection with each spotcheck report, make one of the following three recommendations:

1. That the work of the farm checker be approved, and that his employment be continued. In this event, a farm checker who had previously been employed at less than the maximum rate might reasonably be considered as eligible for a promotion in rate of pay not to exceed the permitted maximum.

2. That employment of the farm checker be continued only after additional training. In this event, the spotchecker will indicate the particular phase of the farm checker's work on which he needs further training. The county committee should then arrange for giving the farm checker the necessary additional training, after which he may be employed at the original rate for a period not to exceed 10 days before another spotcheck and rating by the spotchecker.

3. That the work of the farm checker is unsatisfactory and that his employment be discontinued. If this recommendation is made by the spotchecker, the county committee will immediately discontinue employment of the farm checker. The recommendation of the spotchecker shall be final when approved by the State office.

No farm checker should be employed for a period of more than 10 days prior to the initial spotcheck and submission of a spotcheck report. If, on the initial or any subsequent spotcheck, the work of the farm checker was not approved and the spotchecker recommended further training, the farm checker may be employed for not more than 10 days before his work is again spotchecked.

SECTION II. PREPARATION FOR PERFORMANCE WORK

A. Forms to be Used.

In counties where aerial photographs or farm maps are available for use, NER-522, Report of Performance, and where necessary NER-522-A, Continuation Sheet, will be used in reporting performance on all farms on which performance is to be determined in 1941. Prior to the time performance work is started in the county, a copy of this form will be prepared in the county office in the following manner for each farm on which performance is to be determined:

Section I. Persons interested in this farm. Enter names and addresses of persons interested in the farm as landlords, tenants, or sharecroppers insofar as this information is available.

Section III. Location of farm and description. Enter in this section, information insofar as available, with respect to the location and description of the farm.

Section V. Record of conservation materials furnished. Enter in Column (A) of this section the kind of material, such as "Triple Super", "20% Super", "Gr. Lime", etc. Enter in Column (B) the amount of each kind of material furnished for use under the 1940 program but which was not so used, and has been carried over for use under the 1941 program. Enter in Column (C) the amount of each kind of material furnished for use on the farm under the 1941 program. Enter in Column (D) the sum of Columns (B) and (C) for each kind of material. This item should be the total amount of each kind of material furnished the farm available for use under the 1941 program, including unused material carried over from 1940.

Section X. 1941 use of land and soil-building practices carried out. For the guidance of the farm checker, entries will be made on lines 20 and 22 to 26, inclusive, of Column (A). Other entries in this section will be made after performance is checked.

Section XI. Summary of land use, practices, and payments. Enter in Column (B) the program yield for allotment crops as determined for the farm for 1941.

Enter in Column (C) applicable acreage allotments, usual acreages, and conservation acreage goal, if any, determined for the farm under the 1941 program. In wheat and corn counties enter wheat and corn allotments for all farms for which such allotments have been determined. Also for each farm for which a wheat allotment or usual acreage has been determined, enter the usual acreage determined for the farm on line 5 of Column (C) unless the planted acreage of wheat as reported on Form NER-509 for the farms is less than the acreage allotment. For all farms in corn allotment counties for which corn allotments or usual acreages have been determined, enter the usual acreage of corn in Column (A) on line 2 in the space to the left of Column (B).

Enter in Column (D) on line 4 for all farms for which the acreage planted to wheat has been determined the acreage planted to wheat as shown on Form NER-509 for the farm.

Enter on lines 10 to 14, in Columns (A), (B), and (D), the acreages of cropland, pasture, and commercial orchard as used in computing the soil-building allowance for the farm and the amount of the soil-building allowance.

B. Record of Performance Activity.

All county offices are required to maintain a record of 1941 performance activities on Form NED-31, "County Office Record". Therefore, it is necessary that all farms on which performance is to be determined be listed on Form NED-31 before performance work is started.

C. Materials for Use of Farm Checker.

The following materials should be made available for use by farm checkers:

1. Copy of NER-500, with supplements.
2. Copy of NER-514 and 515 for the State.
3. Copy of NER-522, properly prepared for each farm in accordance with subsection A above.
4. Copy of Bulletin NER-529-A and other instructions.
5. A copy of Part IX, "Aerial Photography", of the "Handbook for County Agricultural Conservation Associations".
6. A supply of blank copies of NER-522.
7. The most recent map of the farm and a copy of NER-422 showing the most recently determined field acreages for the farm.
8. A supply of suitable paper for use in preparing sketch maps.
9. A measuring tape or chain.

10. Photographs on which farms to be checked are shown, except where it is determined that the farm map provides sufficient identification.

11. A board (of a type approved by the State office) upon which to fasten photographs for work in the field.

12. Red and blue pencils (of a type approved by the State office).

13. A 6-inch flat engineer's scale, graduated to tenths and fiftieths of an inch.

14. A magnifying glass.

15. Sandpaper for sharpening pencils.

A sufficient number of photographs for use over a period of 3 to 6 days only should be issued to a farm checker at one time. All photographs on which performance has been checked should be returned to the office at least once a week. Since the enlargements are of considerable value, some person in the county office should be designated to check the photographs in and out and to guard against shortage and misuse.

SECTION III. COUNTY OFFICE PROCEDURE FOR COMPLETING REPORTS OF PERFORMANCE

A. General Procedure. Necessary acreages will be determined in the county office from the photographs on which 1941 crops have been identified after the report of performance, including sketch maps showing field measurements and explanatory notes, has been turned in by the farm checker. This work will be done by persons who have received special training in the operation of planimeters and in the computation of acreages by this method.

As reports of performance are returned to the county office by farm checkers, all entries will be reviewed by the county office for completeness and accuracy. Entries which are not clear, complete, and accurate should be noted and called to the attention of the farm checker who submitted the report. Where necessary, the report of performance shall be returned to the farm checker with sufficient instructions to enable him to explain, complete, or correct questionable or incorrect entries. Errors by the farm checker in the computation of acreages from field measurements may be corrected in the county office, but should in all cases be called to the attention of the farm checker. Such corrections should be made, not by erasing incorrect entries and substituting correct entries therefor, but by drawing a line through the original incorrect entry and placing the correct entry above or beside the original entry. Such corrections should be initialed by the person making them.

B. Rule of Fractions. Fractions of acres and units of practices shall be expressed to the nearest tenth of an acre or unit and fractions in hundredths amounting to five or less shall be dropped, while those amounting to more than five hundredths shall be considered as a whole tenth. For example, 6.12 would be 6.1; 6.15 would be 6.1; while 6.16 would become 6.2.

C. Review of Data Reported by Farm Checker and Procedure for Completing Report by County Office.

1. Section I, "Persons Interested in This Farm." The names and addresses of persons reported in this section as interested in the farm and information as to whether the person is landlord, tenant, or sharecropper should be checked to determine that such entries are legible and complete.

2. Section II, "Division of Payment." Determine that the sum of the percentage shares shown in each column equals 100.

3. Section III, "Location of Farm and Description." Make sure that the land covered by the report of performance is adequately described and that any other land constituting a part of the farm covered by another report of performance is adequately described and identified.

4. Section IV, "Other Farms in Which Persons Shown in Section I Have an Interest." A record should be maintained in the county office of all persons who are reported in Column (C) as having an interest in two or more farms in the county and of all persons reported in Columns (E) and (G) as having an interest in one or more farms in other counties or other States. Such record should be kept in the regular card index file maintained by the county office, or in a separate file of persons interested in more than one farm. Arrangement shall be made to obtain reports of performance on all farms in the county in which a person has an interest, if such person files an application for payment or has been furnished conservation materials for one of such farms.

Information concerning other farms in other counties in the State or in other States shall be kept readily available for release to the State Committee upon request, and a recommendation should be made to the State Committee that performance be checked on such farms if the county committee has reason to believe that a person's interest in such other farms is such as to effect his payment on one or more farms in the county.

5. Section V, "Record of Material Furnished in Lieu of Payment." Verify from office records the entries in Columns (A), (B), (C), and (D) to determine that they are complete and correct and represent the kind, amount carried over from 1940, amount furnished under the 1941 Program, and total, respectively, of conservation materials furnished.

Verify the entries made by the farm checker in Column (E), as to the total amount of each kind of material shown in Section X of NER-522 to have been applied, and enter in Column (F) the amount of each kind of material which is shown, in Section X of NER-522 to have been used in an approved manner. Then make the following determinations with respect to the entries in this section:

a. Column (E). Total amount applied. Determine that the total amount applied is the same as the total amount furnished as shown in Column (D). If the amount of material recorded in Column (E) as having been applied is greater than the amount shown in Column (D) as having been furnished, a further check should be made to determine which figure is incorrect. If the amount shown in Column (E) is less than that shown in Column (D), examine Section IX for an explanation of the use made by the farmer of the materials furnished but which have not been applied. If all of the material furnished has not been accounted for return the report to the farm checker with the request that this information be obtained.

b. Column (F). Applied for credit. Determine whether the amount of each kind of material applied for credit as shown in Column (F) is the same as the amount furnished as shown in Column (D). If the amount of material shown in Column (F) as having been applied for credit is greater than the amount shown in Column (D) as having been furnished, a further check should be made to determine which figure is incorrect. If the amount shown in Column (F) as having been applied for credit is less than that shown in Column (D) as having been furnished, subtract the entry in Column (F) from the entry in Column (D) and enter the difference with red pencil prominently in Column (F) beside the original entry. This red entry represents the amount of material in connection with which a determination by the county committee is required as to whether such material is subject to a single or a double deduction.

6. Section VI, "Yield Data." All entries in this section will be checked to determine that production figures for wheat, potatoes, corn, and tobacco, are entered for all farms on which these crops are grown in 1941. Determine also that the year to which the recorded production relates is entered in Column (B). Verify such other data, if any, as the State office may have requested entered in this section.

7. Section VII, "Certifications." Check the entries in this section to make sure that the appropriate dates and signatures have been properly recorded.

8. Section VIII, "Record of Materials Purchased." Entries in this section will be checked in accordance with instructions issued by the State office.

9. Section X, "1941 Use of Land and Soil-Building Practices Carried Out."

a. Record of crops and land uses. Acreages to be determined by the county office and entered in Columns (C), (E), and (F) will be determined from the photograph in conjunction with the sketch map and notes turned in by the farm checker.

Column (C). Unless previously recorded by the farm checker from the record made available to him, the county office will determine and enter in Column (C) the acreage of each field as determined from the photograph. The total of Column (C) on line 20 will represent the total acreage of cropland on the farm in 1941. Do not enter in this column the acreage of any crop which is included in the area of commercial orchards.

Columns (E) and (F). Enter in Column (E) the actual acreage of that portion of the field occupied by the crop, including the acreage of allotment crops * interplanted in commercial orchards. Circle the acreage recorded in Column (E) of allotment crops interplanted in commercial orchard. Enter in Column (F) the difference between the total area of the field as indicated in Column (C) and the area actually occupied by the crop as shown in Column (E), except that no entry will be made in Column (F) in connection with acreage of crops interplanted in commercial orchards.

If two or more crops are grown consecutively on the same land, the acreage of each such crop will be entered in Column (E) opposite the name of the crop. In all such cases enter in Column (F) only the difference between the acreage of the first planted of such crops and the total area of the field as shown in Column (C). For all except the first planted of such crops make no entry in Column (F).

(1) If an allotment crop* is followed on the same land by one or more different allotment crops, the actual acreage of each such crop will be entered in Column (E) opposite the name of each such crop, and the acreage of all except the first crop will be circled.

(2) If an allotment crop is followed on the same land by the same allotment crop, the acreage of the crop will be counted only once. In this event the acreage to be entered in Column (E) is the acreage of whichever of such crops is the larger.

* An allotment crop as used herein means any crop for which a payment or deduction may be computed, including tobacco, potatoes, wheat, commercial vegetables, and corn.

(3) If an allotment crop is preceded by or is followed on the same land by a nonallotment crop, the acreage to be entered in Column (E) will be the acreage determined for the allotment crop.

(4) If a nonallotment crop is followed on the same land by the same or by a different nonallotment crop, the acreage to be entered in Column (E) will be the acreage of the first of such crops to reach maturity. If neither of such crops reaches maturity, the entry in Column (E) will be the acreage of the first planted of such crops.

Totals of Column (E) and (F). There will be entered on line 20 in Column (E) the total of uncircled entries in Column (E), lines 1 to 19, inclusive. There will also be entered as a separate entry and circled on line 20 in Column (E) the total of circled entries in Column (E), lines 1 to 19, inclusive. Enter on line 20 in Column (F) the sum of the entries in Column (F) on lines 1 to 20, inclusive.

The sum of the uncircled entries in Columns (E) and (F) for each field must in all cases equal the total area of the field as recorded in Column (C). Accordingly, the total of uncircled entries in Column (E) plus the total of the entries in Column (F) as recorded on line 20 must in all cases be equal to the acreage of total cropland on the farm as recorded on line 20, Column (C). The circled entry on line 20 of Column (E) is the sum of circled entries for all fields in Column (E) and represents the acreage of allotment crops grown following other allotment crops on the same land and allotment crops interplanted in commercial orchards.

(b) Record of soil-building practices.

Column (H). Description of practice and materials Used. The County office will check carefully the description of each approved soil-building practice carried out as reported by the farm checker in Column (H) to determine that the description provides sufficient data upon which to compute the credit earned for each such practice.

Column (J). Acres. The county office will verify the farm checker's entries, if any, in Column (J) and will compute and enter all other necessary acreages not previously entered by the farm checker with respect to the acreage on which practices are carried out.

Column (K). Units earned. There will be entered in this column by the county office the number of "units" of each soil-building practice carried out. The term "units" as referred to in this connection means that amount of each soil-building practice for which a specific monetary value is established in the State bulletin (NER-514 or 515). For example: If the superphosphate practice is expressed in terms of 48 pounds of P_2O_5, one unit will be recorded in this column for each 48 pounds of P_2O_5 used; if the potash practice is expressed in terms of dollars per 100 pounds of 50% muriate of potash, the entry in column (K) will represent hundredweight of muriate of potash; in the case of seeding practices, the entry in Column (K) will represent acres; in the case of stripcropping practices the value of which is 75¢ for each two acres, each unit recorded in Column (K) would represent 2 acres. For liming practices credit shown should in all cases be expressed in tons of standard ground limestone equivalents, even though the liming material actually used was other than standard ground limestone.

10. Section XI, "Summary of Land Use, Practices, and Payments." This section XI is for the purpose of recording a summary of the essential data for the farm for use in preparing applications for payment, and may also be used in making a computation of the payment, where necessary, in order to determine whether or not there is a payment due for which an application should be prepared.

a. Column (B), Program Yield. The program yields as determined for the farm, and previously entered in this column, should again be verified to determine that they represent the finally approved yields for the farm, and that a program yield is shown for the crops listed on lines 2, 3, 4, 5, and 6 of Column (A) for which an allotment has been determined, or with respect to which a deduction has been incurred for excess acreage.

b. Column (C), Allotment. All entries in this column should again be verified to determine that all acreage allotments, the conservation acreage goal, and usual acreages, if any, as finally determined for the farm, are entered and that such entries are correct.

c. Column (D), 1941 Acreage. There will be recorded in this column as totals for the farm a summary of 1941 crops called for in items 1 to 7, inclusive. The entries shall be obtained from Column (E) of Section X.

In case two or more allotment crops are grown consecutively on the same land, the second of which is entered as a circled entry in Column (E), the acreage of each of these crops will be recorded in this column. For example, if 5 acres of potatoes are planted on each of 4 fields and the potatoes on 2 fields are followed by commercial vegetables (shown as circled entries in Column (E), of Section X), the entry on line 6 of Column (D) of Section XI would be "20" acres, and the entry on line 7 would be "10" acres.

If there is double cropping on the same land of a single allotment crop, such as commercial vegetables followed by commercial vegetables, the acreage of the crop will be counted only once.

Line 1. Conservation Acreage (applicable only on farms with potatoes, tobacco, or wheat acreage allotments in New York, New Jersey, and Pennsylvania, outside of the commercial corn area.) Enter on this line, from the data shown in Column (D), of Section X, the total of all 1941 cropland uses which may be classified as conservation acreage in meeting the conservation acreage goal for the farm. Any cropland acreage may be counted toward meeting the conservation acreage goal, regardless of other use, if devoted at any time during the program year to one or more of the following uses: biennial or perennial legumes, perennial grasses, rye grass, green manure crops, cowpeas, winter legumes, soybeans from which seed are not harvested by mechanical means, fall seeded small grains not harvested for grain, forest trees, or land on which approved terraces are constructed and no soil-depleting crop is grown.

Line 2. Corn (in commercial corn counties only). Enter here as a total for the farm the acreage planted to corn as defined under the 1941 program.

Line 3. Tobacco. Enter here the total acreage of tobacco harvested on the farm in 1941.

Line 4. Wheat Planted. Show on this line for all farms in wheat allotment counties the "acreage planted to wheat" on the farm, as defined under the 1941 program. In the case of farms for which the acreage planted to wheat has previously been determined and shown on Form NER-509 this entry should be the same as that shown on NER-509 unless this report indicates that the planted acreage of wheat shown on NER-509 is incorrect, in which event the entry on NER-509 should be corrected accordingly.

Line 5. Wheat Harvested. Enter on this line, both for allotment and nonallotment farms, the acreage of wheat actually harvested on the farm for grain, or for any other purpose after reaching maturity.

Line 6. Potatoes. Enter here the acreage of potatoes planted on the farm in 1941.

Line 7. Commercial Vegetables. Enter here the total acreage of commercial vegetables planted on

the farm in 1941.

d. Column (B), items 10, 11, 12, and 13. The entries for these items should again be verified to determine that they reflect the proper acreages for the farm being operated in 1940. In case the report of performance, as turned in by the farm checker, shows that the farming unit operated in 1941 is not the same farming unit as was operated in 1940 and represented by the cropland pasture and orchard figures previously entered, or in case the report of performance shows that the classification of land reflected by the figures previously entered is incorrect, the entries in Columns (A), (B), and (D) should be corrected to reflect the change in farming unit or in classification of land. These items should not be changed merely to reflect a difference in measurement of the same land in 1941 as compared with 1940.

e. Summary of Practices. Columns (H), (I), (J), and (K) are provided in this section for use in summarizing the soil-building practices carried out on the farm. The summary of practices may be made effectively by entering in Column (H) the practice number, and in Column (I) the number of units of each practice as recorded for each of several fields in Column (K) of Section X. The units of each practice thus entered in Column (I) may then be added, thus obtaining in Column (I) a total number of units of each practice.

In cases where it is necessary to compute the amount earned by soil-building practices, the rate per unit for each practice may then be entered in Column (J) opposite the total units of each practice as shown in Column (I), and multiplied out to obtain the amount earned by each practice, such amount to be shown in dollars and cents in Column (K). Column (K) may then be added to obtain on line 12 the total amount earned by all soil-building practices carried out.

If it is apparent from the summary of the report of performance for the farm made in the manner outlined above that there has been a payment earned for which an application for payment should be prepared, no additional entries should be made in this section, except that the block in the lower right-hand corner of the section, labelled "Application", should be checked conspicuously to indicate that an application for payment should be prepared from this report of performance. However, if it is necessary to compute the payment earned, in order to determine whether or not there is payment due for which an application for payment should be prepared, space is provided in this section for entering the various items of payment which may be computed for the farm.

The extent to which a computation of payment will be made in the county office and shown on reports of performance, subject to the limitation contained herein, will be in accordance with instructions issued by the State office.

11. Computation of Payment.

a. Column (E), Acreage for Payment, is for entering the acreage of allotment crops on which payment is computed in cases where the 1941 acreage of the crop is less than 80% of the acreage allotment for the crop, and there is no evidence that failure to plant 80% of the allotment was due to flood or drought, or, in the case of tobacco, to plant-bed disease. In such cases, the entries in this column will be 125% of the 1941 acreage. If there are entries in this column determined in the manner indicated above for any crop, entries should be made in this column for all crops for which allotments are determined. In arriving at the totals on line 8 of Columns (C) and (E), items 1 and 7, conservation acreage and commercial vegetables, respectively, should be omitted.

In cases where the acreage of cropland for payment is increased by reason of a reduction in the acreage of allotment crops for payment below the total of the allotments, it will be necessary to revise the total soil-building allowance accordingly. In such cases, the total of Column (E) on line 8 should be used rather than the total of Column (C) on line 8 in arriving at the acres of cropland for payment shown on line 11 of Column (B). The revised soil-building allowance in such cases should be entered above or below the original entry on line 14 of Column (D).

b. Column (G). Payment. In arriving at the amount of allotment payments, the rates of payment for the allotments which are applicable should be entered in Column (F) and multiplied either by the allotment or the acreage for payment, as the case may be, and the amount of the payment entered in Column (G). The total of all allotment payments may be entered on line 8 of Column (G). Enter on line 9 of Column (G) either the total amount earned by soil-building practices, as shown on line 12 of Column (K), or the soil-building allowance as shown on line 14 of Column (D), whichever is smaller. The total payment earned, to be shown on line 10 of Column (G), will be the sum of the allotment payment and soil-building payment, to which should then be added the applicable small payment increase, showing

the total earned payment including the increase on line 12 of Column (G).

The deduction for conservation materials furnished should then be entered on line 13 of Column (G), and subtracted from the total payment, in order to determine the balance, if any, of payment to be shown on line 14 of Column (G) which could be made for the farm.

If the computation of payment shows that an application for payment should be prepared, a check mark should be entered conspicuously in the box marked "Application", and conversely a check mark should be entered in the box marked "No Application", if the computation of payment indicates that no application should be prepared.

c. Farms for which no Computation of Payment is Necessary. Irrespective of other cases, for which a computation of the payment will be necessary in order to determine eligibility to file an application, no computation of payment is necessary in the following cases, since an application for payment is required for all such cases:

1. Farms on which a person is eligible for a share of the payment, or who has been furnished conservation material and who also is entitled to a share of the crops or proceeds thereof for which payment or deduction may be computed on any other farm in the county.

2. Any farm furnished conservation material and on which a program deduction has been incurred, such as for excess acreage of any allotment crop, or for failure to maintain practices in 1941 for which payment was made under the previous programs, or for any practice defeating the purpose of the program.

3. Any farm on which the conservation material furnished for use under the 1940 program, including material carried over from 1940, are not properly used.

Furthermore, no computation of payment is necessary to determine eligibility to file an application in the following cases, since an application should not be submitted for such cases unless required by one of the conditions (1, 2, or 3), listed in the preceding paragraph:

4. Any nonallotment farm for which the deduction for material furnished is within $1.00 of the maximum payment for the farm.

5. Any nonallotment farm for which no practices are carried out other than those carried out with the material furnished.

A. W. Manchester,
Director, Northeast Division.
Agricultural Adjustment Administration.

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Agricultural Adjustment Administration
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COUNTY PROCEDURE FOR DETERMINATION AND REPORT OF PERFORMANCE

INSTRUCTIONS FOR FARM CHECKERS

(Applicable in Counties Using Aerial Photographs)

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SECTION I. The Farm Visit.

The assistance of the 1941 operator or his designated representative should be obtained in making the determination of performance on the farm. Only upon specific instruction by the county committee should the farm checker proceed in the determination of performance on a farm without the knowledge and consent of the owner or operator. In case the owner or operator objects to the proposed determination of performance on the farm, a note to that effect, signed and dated by the farm checker, should be made on the report of performance form and turned in to the county office pending further instructions by the county committee.

In checking performance on a farm, the farm checker will walk over the fields and pasture sufficiently to determine for himself the 1941 crops grown and the practices carried out. Each field should be visited, irrespective of whether the acreage of the particular field is to be determined by the farm checker's measurement, by estimate, or by aerial photographs.

The farm checker should, insofar as practicable, identify farm and field boundaries and check performance on all of the farms shown on one photograph before working on other photographs in order that the photograph may be returned to the county office promptly, thus avoiding delay in the work of planimeter operators and computers in completing reports of performance in the county office.

SECTION II. Determination of Acreage

A. Acreages to be Measured.

The following crops and land uses will be identified, supplemented by necessary field measurements, in such manner as to permit an accurate determination of acreage unless a record of accurate measurements previously made is available.

1. Tobacco. The harvested acreage of tobacco on all farms.

2. Potatoes.

   a. Potato allotment farms. The acreage planted to potatoes.

   b. Nonallotment potato farms. The acreage planted to potatoes unless such acreage is obviously less than 3 acres

      Acreage planted to potatoes means the acreage of land on which potatoes are planted, except (1) when grown in home gardens for use on the farm, and (2) that all or any part of any potato acreage totally destroyed by flood, insects, or any other cause beyond the control of the operator, which is later replaced by other acreage planted to potatoes on the farm may be considered as not having been planted.

3. Wheat.

Measure or identify for accurate measurement, on all farms for which a wheat allotment has been determined, the "acreage planted to wheat" as defined in Bulletin NER-500 except that no remeasurement of the acreage planted to wheat is necessary on farms for which such acreage is identified as the same acreage reported on Form NER-509 for the farm.

Also measure, or identify for accurate measurement on all farms the acreage of wheat harvested for grain or for any other purpose after reaching maturity except that an estimate of harvested acreage will be acceptable for farms on which the "acreage planted to wheat" is determined to be less than the wheat acreage allotment determined for the farm.

4. Commercial vegetables.

a. Commercial vegetable allotment farms. The acreage planted to commercial vegetables.

b. Nonallotment commercial vegetable farms in commercial vegetable counties only. The acreage planted to commercial vegetables, unless such acreage is obviously less than 3 acres.

Acreage planted to commercial vegetables is the acreage planted to commercial vegetables as defined in the NER-515 for the State except that all or any part of any vegetable acreage totally destroyed by flood, freeze, insects, or any other cause beyond the control of the operator which is later replaced by other acreage planted to vegetables on the farm, may be considered as not having been planted.

5. Corn (applicable in corn allotment counties only).

Measure, or identify for accurate measurement, on all farms in commercial corn counties the "acreage planted to corn" as defined in NER-515-B.

6. Soil-building practices. The acreages on which soil-building practices are carried out will be identified so as to permit accurate measurement except that with respect to practices carried out on only a portion of a field an estimate will be accepted under the following conditions:

a. Where it is apparent from the evidence presented (such as receipts and sales slips of materials purchased) that the quantity of materials applied to a particular area is at least equal to the minimum requirements of the practice on the area as estimated by the farm checker; or

b. Where it is evident that without the practice in question the total amount earned by other practices carried out is equal to, or in excess of, the soil-building allowance for the farm.

7. For each farm which is being identified on aerial photographs in 1941 for the first time, the entire acreage of cropland field by field and commercial orchards will be identified on the photograph in order that an accurate determination may be made from the photograph of all such acreage. However, the boundaries of individual crops within a particular field need be carefully identified only if they are crops for which an accurate measurement is required in accordance with items 1 to 6, inclusive, of this subsection A.

B. Acreages to be Estimated.

A careful estimate shall be made of all crops and land uses the exact measurement of which is not specifically required in subsection A above of this Section II. With respect to all acreage estimates, it is required that the farm checker and the farm operator agree on the estimate. If such agreement cannot be reached, the farm checker will measure the acreage in question or identify on the photograph the acreage in question so that the exact area may be determined from the photograph.

SECTION III. Preparation of Report of Performance by Farm Checker.

A. Content of complete report. A complete report of performance turned in to the county office by the farm checker should consist of the following:

1. A completed copy of NER-522.

2. A farm map or aerial photograph (with sketch map showing all measurements made) on which the fields and 1941 crops have been identified.

3. Field notes showing computation of acreages from measurements made and any special data or recommendations relative to determination of performance on each farm.

4. All other material applicable to the farm which was taken from the county office.

B. Entries on NER-522.

1. Section I. Persons interested in this farm. The farm checker will verify the entries made in this section by the county office and will make the necessary additions or corrections. This section should carry a record of the names and addresses of all persons interested in the farm and whether they are interested as landlord, tenant, or sharecropper.

2. Section II. Division of payment. The farm checker will enter in Columns (A), (B), (C), (D), and (E), opposite each person's name, the percentage share of the proceeds (other than a fixed commodity payment) of the corn, tobacco, wheat, potato, and commercial vegetables grown on the farm in 1941 to which each such person is entitled as of the time of harvest. Enter in Column (F) a percentage figure representing each person's contribution to the soil-building practices carried out on the farm. The sum of all percentage figures in each column must equal 100.

3. Section III. Location and description of farm. The farm checker will check entries already made in this section by the county office and will make such additional entries or corrections as may be necessary to constitute a complete record and description of all land included in the farm in 1941.

4. Section IV. Other farms in which persons shown in Section I have an interest: Column (A). Enter the names of persons whose names appear in Section I, Column (A) above, who, as landlord, tenant, or sharecropper, are entitled to share in the proceeds of the crops for which payment or deduction may be computed produced on any other farm or who contributed to the carrying-out of soil-building practices on any other farm.

Column (B). Enter the total number of any other farms in the county on which each such person, as landlord, tenant, or sharecropper, is entitled to share in the proceeds of the crops, for which payment or deduction may be computed, or on which each such person contributed to the carrying-out of soil-building practices.

Column (C). Enter the farm serial number, if available, and if not, the name of the operator or owner of each such other farm within the county. In this connection the farm checker should make it clear to the operator that if he files an application for payment for one farm in the county, he must also file application for every other farm in the county on which he is entitled to a share in the proceeds of the crops for which payment or deduction may be computed.

Column (D). Enter the total number of other farms in other counties within this same State in which the person whose name appears in Section I, Column (A), as landlord, tenant, or sharecropper, is entitled to share in the proceeds of the crops for which payment or deduction may be computed or on which each such person contributed to the carrying-out of soil-building practices.

Column (E). Enter the names of the other counties in this same State in which such other farms as are entered in Column (D) are located.

Column (F). Enter the number of farms located in other States with respect to which any person, shown in Section I, Column (A), as landlord, tenant, or sharecropper, is entitled to share in the proceeds of the crops for which payment or deduction may be computed or on which each such person contributed to the carrying-out of soil-building practices.

Column (G). Enter the names of the States and counties in which the other farms referred to in Column (F) are located.

5. Section V. Record of materials furnished in lieu of Payment. Entries in Columns (A), (B), (C), and (D) will have been made by the county office before the NER-522 for the farm is turned over to the farm checker.

Columns (E) and (F). Unless otherwise directed by the county committee, the farm checker will summarize and enter in Column (E) the total amount of each kind of material applied. If the total amount recorded in Section X as having been applied is more than the amount shown in Column (D) to have been furnished, make a further check to determine which entry is incorrect. If the total amount applied is less than the amount shown in Column (D) to have been furnished, the farm checker will make a notation in Section IX explaining the failure of the farmer to apply all of the material furnished. No entries should be made by the farm checker in Column (F).

6. Section VI. Yield data. For all farms on which wheat, tobacco, potatoes, or corn in corn allotment counties, is grown, production data will be entered in this section by the farm checker. Enter in Column (B) the most recent year for which production figures are known. Enter in Column (C) the total production of each crop. This production figure should, as far as possible, be based on some actual record kept by the farmer, such as thresher's receipts, sales receipts, book records, etc. Where no such records are available, the figure should be the farmer's estimate and labeled as an estimate.

7. Section VII. Certifications. After the farm checker has completed all other sections of the report of performance, he will either read to or have the farm operator or his designated representative read the certification. The producer or his representative will date and sign the certification in the spaces provided, for first inspection, or for second or final inspection, as the case may be.

The farm checker will then complete his certification in Section VII by dating and affixing his signature in the spaces provided, for first inspection, or for second or final inspection, as the case may be.

The completed report of performance should then be forwarded to the county office, together with all other material constituting a complete report of performance as listed in subsection A, of Section III hereof.

8. Section VIII. Record of materials purchased. Entries will be made in this section in accordance with instructions issued by the State office.

9. Section IX. - "Remarks and other Farm Data." This section may be used by the farm checker to report any unusual circumstances not otherwise provided for in the report of performance, such as:

(a) A report that certain fields should be re-inspected after additional practices have been completed that would affect the payment for the farm in 1941; or that changes will be made in crops planted or land use that would affect performance on the farm for 1941.

(b) Evidence that failure to plant 80% of any allotment crop was due to flood, hail, or drought, or in the case of tobacco to plant-bed disease.

(c) A report as to whether any changes were made in cropping operations, leasing agreements, or any other scheme or device is being employed by any person, the effect of which is to deprive another of payment to which he normally would be entitled. Any such changes should be noted and fully explained.

(d) A notation as to any practice, scheme, or device adopted by any person sharing in the payment for the farm which may be determined to offset in whole or in part other performance rendered under the Program.

(e) Livestock. There should also be entered in this section, in the columns headed "livestock", the number of each kind of livestock on the farm. The number of each kind of livestock shown should be the number on the farm at the time performance is checked. In this connection, a "dairy cow" is interpreted as meaning any cow which has been milked at any time during the year 1941. "Dairy young stock" is interpreted as meaning any dairy cattle under milking age. Show on the line labeled "poultry" the number of laying hens on the farm. On the line, labeled "sheep", show only the number of mature females and do not include lambs for market in 1941. In regard to horses, hogs, and beef cattle, show the entire number on the farm.

10. Section X. 1941 use of land and soil-building practices carried out. All acreage figures entered in Columns (A) and (C) as

indicated below refer to field acreages (either fields with permanent boundaries or subdivisions thereof), as contrasted with acreage figures entered in Column (E), which represent crop acreages. Such crop acreages in Column (E) plus any idle land as entered in Column (F) should equal the entry in Column (C) for the same field.

(a) Column (A). Estimated acres. For farms on which compliance is being determined in 1941 for the first time, enter in this column an estimate of the acreage in each field as agreed upon by the operator and the farm checker.

For farms in counties where photographs are being used in 1941 for the first time and on which acreage determinations have previously been made, enter in this column the field acreages as previously determined and accepted.

For farms on which acreages have previously been determined by photographs, no entries are required in this column except that in cases where two or more crops, the exact measurement of each of which is not required, are grown simultaneously on parts of the same field, the farm checker may, for the guidance of the county office, enter in Column (A) the estimated acreage of that part of the field occupied by each of such crops.

(b) Column (B). Field letter. Enter on lines 1 to 19 the field letters (A, B, C, D, or A-1, A-2, A-3, etc.) as indicated on the aerial photograph or farm map, whichever is being used.

(c) Column (C). Measured acres. Entries will be made in this column by the farm checker only where farm maps are used on which previously planimetered field acreages are shown. In all other cases, the entries in this column will be made in the county office after the report of performance has been completed and turned in to the county office and the fields have been planimetered. Estimated acreages will be entered by the farm checker in Column (A) in accordance with above instructions for entries in Column (A).

(d) Column (D). Use of land.

(1) Description of crops. Enter the actual 1941 cropland use, including grain seeded in the fall of 1940 for harvest in 1941. In the case of grain crops grown as nurse crops, this fact should be indicated as part of the

description of the crop, showing whether the crop was cut for hay or for grain. The entries for potatoes, for commercial vegetables in commercial vegetable counties, for corn in corn allotment counties, and for wheat on wheat allotment farms will be the planted acreages of such crops, and the entries for other crops, including tobacco on all farms, will be harvested acreages.

In regard to wheat, the farm checker will determine whether any of the acreage of wheat planted on the farm was not harvested. If on any field the acreage of wheat harvested for grain or for any other purpose after reaching maturity is determined to be less than the acreage planted to wheat, the farm checker will make a separate entry in Column (D) as follows: "Wt. Harv. _____". In such cases the harvested acreage will either be entered by the farm checker or identified on the farm map in order that the acreage may later be determined in the county office. The harvested acreage may be estimated in cases where the acreage planted is less than the allotment for the farm.

In any event, the information reported by the farm checker should be sufficient to permit a determination of both the planted acreage and harvested acreage on every farm. Unless the harvested acreage is shown by the farm checker to be less than the acreage planted, the acreage shown as planted will also be regarded as the acreage harvested.

Non-commercial orchards which are not interplanted should be reported as such in Column (D), while non-commercial orchards which are interplanted should be classified as devoted to the interplanted crop.

(2) Crops interplanted in commercial orchards. An orchard will be considered as interplanted only if interplanted to crops for which a payment or deduction may be computed. Such interplanted crops will be listed in Column (D) followed by the notation "Int." The acreage of such crops, however, should in no case be entered in Column (C) and included as cropland.

(3) Multiple cropping. In all cases where two or more crops are grown consecutively on the same land, each such crop will be entered separately in Column (D), either by using a separate space for each crop or by dividing a single space horizontally, entering the crops, one below the other, in the order in which such crops were planted. If a separate horizontal space is used for each such crop, the farm checker should be particularly careful to show in Column (B) the same designating field letter in each space.

(4) Conservation Acreage (applicable in New York, New Jersey, and Pennsylvania only). Since the cropland uses classified as conservation acreage in accordance with Bulletin NER-515 for the State may be counted in meeting the conservation acreage goal for the farm irrespective of other uses made of the land during the program year, the farm checker should be particularly careful to show in Column (D) all of such cropland uses. All seedings of perennial legumes and grasses with nurse crops should be shown even though credit is not claimed for the seeding practice.

(e) Column (E). Crop acreage. Except in the case of crops interplanted in commercial orchards, the boundaries of which cannot be readily identified on the photograph, entries will be made in this column in the county office after acreages as identified by the farm checker have been determined from the photograph or farm map.

(f) Column (F). Idle. This column is for recording the difference between the total area of the field as recorded in Column (C) and the area actually occupied by the crop as shown in Column (E). Such acreages will represent temporary roads, headlands, the area occupied by the trees in interplanted non-commercial orchards, and other small areas not actually occupied by the crop. The sketch map and notes turned in by the farm checker should show sufficient data to permit a determination by the county office of the entries for Column (F).

Report of practices carried out. Practices carried out on a certain field can in most instances be so listed that the field letter appearing in Column (B) will also serve to indicate the field upon which the practice was carried out. In instances where more than one

practice was carried out on a given field, enter each practice in a separate space in Column (H) and use a bracket to indicate that all such practices were carried out on the same field. Field letters may be entered if desired at the left-hand margin of Column (H).

(g) Column (G). Practice Number. Enter the number of the practice listed in State bulletin NER-515 which identifies the practice to be described in Column (H). Enter conservation materials practice numbers only for those practices carried out with material furnished for use under the 1941 program and not for practices carried out with material furnished for use in 1940 and carried over to 1941.

(h) Column (H). Description of practice and materials used. Enter a description of the approved practices carried out on each field. In the case of practices involving the application of lime, fertilizer, or grass seeding materials, the description of practices should show the kind, analysis, and total amount of material applied and also the name of the crop in connection with which such application was made. "Brand" names of lime or other materials may be used if such brand names sufficiently identify the material and analysis.

For example, if a complete fertilizer is used on a seeding with a nurse crop harvested for grain, the description might read: "6,000 lbs of 3-12-6 with oats for grain seeded with clover and timothy."

Where superphosphate is used in connection with legume seedings made with grain for a nurse crop, it should be clearly indicated in Column (H) whether the nurse crop was harvested for hay or for grain.

In recording the description of a practice and materials used to carry out the practice, sufficient information should be shown in all cases to permit the county and State offices to determine whether the practice was carried out in accordance with the specifications for the practice as contained in NER-515 for the State.

(i) Column (I). Conservation Material. If all of the materials shown in Column (H) were furnished for use under the 1940 Program but were not so used and were carried over for use under the 1941 Program, enter a check (√) mark in Column (I). If only a portion of the materials shown in Column (H) were furnished for use under the 1940 Program but were not so used and

were carried over for use under the 1941 Program, a notation will be made in Column (H) showing the amount which was furnished in 1940 and carried over. Make no entries in Column (I) in connection with material furnished for use under the 1941 Program.

(j) Column (J), Acres. The farm checker will make entries in Column (J) in accordance with the following instructions:

(1) If materials were applied to the entire field the exact acreage of which has been previously determined, enter the entire field acreage in Column (J).

(2) If materials were not applied to the entire field, the farm checker will estimate and enter in Column (J) the acreage on which the material was applied only if the exact acreage on which the practice was carried out is not required by Section II-A of this bulletin.

In cases where the exact measurement is required by Section II-A of this bulletin, the farm checker will identify on the photograph, supplemented by a sketch map and notes, the area on which the material was applied to permit the acreage to be accurately determined in the county office from the photograph.

(k) Columns (K) and (L). Units earned and amount earned. For purposes of advising the farmer of the approximate unearned balance, if any, of his soil-building allowance, the number of units of each practice and the amount earned may, unless otherwise instructed by the county committee, be entered in Columns (K) and (L). If this is done, however, the farm checker should be particularly careful to inform the farmer that the figures are only tentative and subject to the approval of the county committee.

(l) Line 21. Commercial orchards. Under the 1941 Program the total area of commercial orchard is classified and should be reported as commercial orchard even though a part or all of the orchard is interplanted. That portion of the orchard which is interplanted will not be subtracted from the total area of the orchard.

For farms not previously measured by photography, the farm checker will enter in Column (A) the estimated

acreage of the orchard. On farms for which acreages have been previously determined from the photograph, the farm checker will enter the total area of the orchard in both Columns (A) and (C), except that if the boundaries of the orchard are not the same as in 1940, the farm checker will identify the 1941 boundaries on the photograph, supplemented by a sketch and notes if necessary, and enter only an estimated acreage in Column (A).

(m) Lines 22, 23, 24, 25, and 26, Column (A). These items will be entered by the farm checker. If entries have previously been made for these items in Column (A) by the county office, such entries will be verified by the farm checker, and corrected if necessary to reflect changes, if any, which have occurred since the previous determination. Any such corrections will be made by drawing a line through the entry and entering the correct entry above the original entry.

(n) Column (B). Enter on Line 22 the letters designating fenced open noncrop pasture as shown on the photograph. No entries are required for Lines 23, 24, and 25.

(o) Column (C). On farms for which acreages have previously been determined from the photograph and on which the farm checker determines that there have been no changes in these items since 1940, the farm checker will enter in Column (C) such previously determined acreages on Lines 22 to 25, inclusive.

For all other farms these entries in Column (C) will be made by the county office.

C. Reporting Soil-Building Practices.

1. Special evidence. Any evidence required by supplementary instructions issued by the State office or the county office in connection with soil-building practices will be obtained by the farm checker and turned in as part of his report of performance.

2. Prior approval. With respect to practices to be carried out only after prior approval of the county committee, the farm checker will make a special determination and report as to whether the practices have been carried out in accordance with specifications contained in such prior approval.

3. Materials furnished by State or Federal Agency. In cases where all or a part of the labor or materials used in carrying out any practice are furnished by a State or Federal agency other than the Agricultural Adjustment Administration, such practice will be listed in Section X of NER-522, and the farm checker will indicate in Column (H) the amount of such labor or materials so furnished.

If one-half or more of the total cost of carrying out any practice is represented by labor or materials furnished by any State or Federal agency other than the Agricultural Adjustment Administration, no credit for such practice will be allowed. If less than one-half of the total cost of carrying out any practice is represented by labor or materials furnished by any State or Federal agency other than the Agricultural Adjustment Administration, one-half of the credit otherwise earned will be allowed.

In making determinations as to the amount of credit to be allowed in such cases, the units of any particular practice carried out, the cost of which is paid in whole or part by a State or Federal agency other than the Agricultural Adjustment Administration by furnishing labor or materials, should be lumped together in determining whether the practice is eligible for one-half credit or for no credit. All other units of the same practice carried out on the farm, without the assistance of a State or Federal agency other than the Agricultural Adjustment Administration, should be figured as a separate group and be considered eligible for full payment.

A. W. Manchester

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Director, Northeast Division.
Agricultural Adjustment Administration.

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3. Wheat.

Measure or identify for accurate measurement, on all farms for which a wheat allotment has been determined, the "acreage planted to wheat" as defined in Bulletin NER-500 except that no remeasurement of the acreage planted to wheat is necessary on farms for which such acreage is identified as the same acreage reported on Form NER-509 for the farm.

Also measure, or identify for accurate measurement, on all farms the acreage of wheat harvested for grain or for any other purpose after reaching maturity except that an estimate of harvested acreage will be acceptable for farms on which the "acreage planted to wheat" is determined to be less than the wheat acreage allotment determined for the farm.

4. Commercial vegetables.

a. Commercial vegetable allotment farms. The acreage planted to commercial vegetables.

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b. Nonallotment commercial vegetable farms in commercial vegetable counties only. The acreage planted to commercial vegetables, unless such acreage is obviously less than 3 acres.

Acreage planted to commercial vegetables is the acreage planted to commercial vegetables as defined in the NER-515 for the State except that all or any part of any vegetable acreage totally destroyed by flood, freeze, insects, or any other cause beyond the control of the operator, which is later replaced by other acreage planted to vegetables on the farm, may be considered as not having been planted.

5. Corn (applicable in corn allotment counties only).

Measure, or identify for accurate measurement, on all farms in commercial corn counties the "acreage planted to corn" as defined in NER-515-B, except in cases where the corn has been planted after June 30, 1941.

6. Soil-building practices. The acreages on which soil-building practices are carried out will be identified so as to permit accurate measurement except that with respect to practices carried out on only a portion of a field an estimate will be accepted under the following conditions:

a. Where it is apparent from the evidence presented (such as receipts and sales slips of materials purchased) that the quantity of materials applied to a particular area is at least equal to the minimum requirements of the practice on the area as estimated by the farm checker; or

b. Where it is evident that without the practice in question the total amount earned by other practices carried out is equal to, or in excess of, the soil-building allowance for the farm.

7. For each farm which is being identified on aerial photographs in 1941 for the first time, the entire acreage of cropland field by field and commercial orchards will be identified on the photograph in order that an accurate determination may be made from the photograph of all such acreage. However, the boundaries of individual crops within a particular field need be carefully identified only if they are crops for which an accurate measurement is required in accordance with items 1 to 6, inclusive, of this subsection A.

B. Acreages to be Estimated.

A careful estimate shall be made of all crops and land uses the exact measurement of which is not specifically required in subsection A above of this Section II. With respect to all acreage estimates, it is required that the farm checker and the farm operator agree on the estimate. If such agreement cannot be reached, the farm checker will measure the acreage in question or identify on the photograph the acreage in question so that the exact area may be determined from the photograph.

SECTION III. Preparation of Report of Performance by Farm Checker.

A. Content of complete report. A complete report of performance turned in to the county office by the farm checker should consist of the following:

1. A completed copy of NER-522.

2. A farm map or aerial photograph (with sketch map showing all measurements made) on which the fields and 1941 crops have been identified.

3. Field notes showing computation of acreages from measurements made and any special data or recommendations relative to determination of performance on each farm.

4. All other material applicable to the farm which was taken from the county office.

B. Entries on NER-522.

1. Section I. Persons interested in this farm. The farm checker will verify the entries made in this section by the county office and will make the necessary additions or corrections. This section should carry a record of the names and addresses of all persons interested in the farm and whether they are interested as landlord, tenant, or sharecropper.

2. Section II. Division of payment. The farm checker will enter in Columns (A), (B), (C), (D), and (E), opposite each person's name, the percentage share of the proceeds (other than a fixed commodity payment) of the corn, tobacco, wheat, potato, and commercial vegetables grown on the farm in 1941 to which each such person is entitled as of the time of harvest. Enter in Column (F) a percentage figure representing each person's contribution to the soil-building practices carried out on the farm. The sum of all percentage figures in each column must equal 100.

3. Section III. Location and description of farm. The farm checker will check entries already made in this section by the county office and will make such additional entries or corrections as may be necessary to constitute a complete record and description of all land included in the farm in 1941.

4. Section IV. Other farms in which persons shown in Section I have an interest: Column (A). Enter the names of persons whose names appear in Section I, Column (A) above, who, as landlord, tenant, or sharecropper, are entitled to share in the proceeds of the crops for which payment or deduction may be computed produced on any other farm or who contributed to the carrying-out of soil-building practices on any other farm.

Column (B). Enter the total number of any other farms in the county on which each such person, as landlord, tenant, or sharecropper, is entitled to share in the proceeds of the crops, for which payment or deduction may be computed, or on which each such person contributed to the carrying-out of soil-building practices.

Column (C). Enter the farm serial number, if available, and if not, the name of the operator or owner of each such other farm within the county. In this connection the farm checker should make it clear to the operator that if he files an application for payment for one farm in the county, he must also file application for every other farm in the county on which he is entitled to a share in the proceeds of the crops for which payment or deduction may be computed.

Column (D). Enter the total number of other farms in other counties within this same State in which the person whose name appears in Section I, Column (A), as landlord, tenant, or sharecropper, is entitled to share in the proceeds of the crops for which payment or deduction may be computed or on which each such person contributed to the carrying-out of soil-building practices.

Column (E). Enter the names of the other counties in this same State in which such other farms as are entered in Column (D) are located.

Column (F). Enter the number of farms located in other States with respect to which any person, shown in Section I, Column (A), as landlord, tenant, or sharecropper, is entitled to share in the proceeds of the crops for which payment or deduction may be computed or on which each such person contributed to the carrying-out of soil-building practices.

Column (G). Enter the names of the States and counties in which the other farms referred to in Column (F) are located.

5. Section V. Record of materials furnished in lieu of Payment. Entries in Columns (A), (B), (C), and (D) will have been made by the county office before the NER-522 for the farm is turned over to the farm checker.

Columns (E) and (F). Unless otherwise directed by the county committee, the farm checker will summarize and enter in Column (E) the total amount of each kind of material applied. If the total amount recorded in Section X as having been applied is more than the amount shown in Column (D) to have been furnished, make a further check to determine which entry is incorrect. If the total amount applied is less than the amount shown in Column (D) to have been furnished, the farm checker will make a notation in Section IX explaining the failure of the farmer to apply all of the material furnished. No entries should be made by the farm checker in Column (F).

6. Section VI. Yield data. For all farms on which wheat, tobacco, or potatoes, or corn in corn allotment counties, is grown, production data will be entered in this section by the farm checker. Enter in Column (B) the most recent year for which production figures are known. Enter in Column (C) the total production of each crop. This production figure should, as far as possible, be based on some actual record kept by the farmer, such as thresher's receipts, sales receipts, book records, etc. Where no such records are available, the figure should be the farmer's estimate and labeled as an estimate.

In cases where 1941 yields are recorded in commercial corn counties do not include the yield on production of corn planted after June 30, 1941.

7. Section VII. Certifications. After the farm checker has completed all other sections of the report of performance, he will either read to or have the farm operator or his designated representative read the certification. The producer or his representative will date and sign the certification in the spaces provided, for first inspection, or for second or final inspection, as the case may be.

The farm checker will then complete his certification in Section VII by dating and affixing his signature in the spaces provided, for first inspection, or for second or final inspection, as the case may be.

description of the crop, showing whether the crop was cut for hay or for grain. The entries for potatoes, for commercial vegetables in commercial vegetable counties, for corn in corn allotment counties, and for wheat on wheat allotment farms will be the planted acreages of such crops, and the entries for other crops, including tobacco on all farms, will be harvested acreages.

The farm checker should be particularly careful to identify tomatoes, peas, snap beans, lima beans, and corn for processing separately from the acreage of other vegetable crops, in order that a total acreage of these crops planted on the farm may be determined as a separate figure.

In regard to wheat, the farm checker will determine whether any of the acreage of wheat planted on the farm was not harvested. If on any field the acreage of wheat harvested for grain or for any other purpose after reaching maturity is determined to be less than the acreage planted to wheat, the farm checker will make a separate entry in Column (D) as follows: "Wt. Harv. _____". In such cases the harvested acreage will either be entered by the farm checker or identified on the farm map in order that the acreage may later be determined in the county office. The harvested acreage may be estimated in cases where the acreage planted is less than the allotment for the farm.

In any event, the information reported by the farm checker should be sufficient to permit a determination of both the planted acreage and harvested acreage on every farm. Unless the harvested acreage is shown by the farm checker to be less than the acreage planted, the acreage shown as planted will also be regarded as the acreage harvested.

Non-commercial orchards which are not interplanted should be reported as such in Column (D), while non-commercial orchards which are interplanted should be classified as devoted to the interplanted crop.

In commercial corn counties, corn planted after June 30, 1941 should be indicated in Column (D) as follows: Corn (planted after June 30, 1941).

(2) Crops interplanted in commercial orchards. An orchard will be considered as interplanted only if interplanted to crops for which a payment or deduction may be compute Such interplanted crops will be listed in Column (D) fol lowed by the notation "Int." The acreage of such crops however, should in no case be entered in Column (C) and included as cropland.

(3) Multiple cropping. In all cases where two or more crops are grown consecutively on the same land, each such crop will be entered separately in Column (D), either by using a separate space for each crop or by dividing a single space horizontally, entering the crops, one below the other, in the order in which such crops were planted. If a separate horizontal space is used for each such crop, the farm checker should be particularly careful to show in Column (B) the same designating field letter in each space.

(4) Conservation Acreage (applicable in New York, New Jersey, and Pennsylvania only). Since the cropland uses classified as conservation acreage in accordance with Bulletin NER-515 for the State may be counted in meeting the conservation acreage goal for the farm irrespective of other uses made of the land during the program year, the farm checker should be particularly careful to show in Column (D) all of such cropland uses. All seedings of perennial legumes and grasses with nurse crops should be shown even though credit is not claimed for the seeding practice.

(e) Column (E). Crop acreage. Except in the case of crops interplanted in commercial orchards, the boundaries of which cannot be readily identified on the photograph, entries will be made in this column in the county office after acreages as identified by the farm checker have been determined from the photograph or farm map.

(f) Column (F). Idle. This column is for recording the difference between the total area of the field as recorded in Column (C) and the area actually occupied by the crop as shown in Column (E). Such acreages will represent temporary roads, headlands, the area occupied by the trees in interplanted non-commercial orchards, and other small areas not actually occupied by the crop. The sketch map and notes turned in by the farm checker should show sufficient data to permit a determination by the county office of the entries for Column (F).

Report of practices carried out. Practices carried out on a certain field can in most instances be so listed that the field letter appearing in Column (B) will also serve to indicate the field upon which the practice was carried out. In instances where more than one

practice was carried out on a given field, enter each practice in a separate space in Column (H) and use a bracket to indicate that all such practices were carried out on the same field. Field letters may be entered if desired at the left-hand margin of Column (H).

(g) Column (G). Practice Number. Enter the number of the practice listed in State bulletin NER-515 which identifies the practice to be described in Column (H). Enter conservation materials practice numbers only for those practices carried out with material furnished for use under the 1941 program and not for practices carried out with material furnished for use in 1940 and carried over to 1941.

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(h) Column (H). Description of practice and materials used. Enter a description of the approved practices carried out on each field. In the case of practices involving the application of lime, fertilizer, or grass seeding materials, the description of practices should show the kind, analysis, and total amount of material applied and also the name of the crop in connection with which such application was made. "Brand" names of lime or other materials may be used if such brand names sufficiently identify the material and analysis.

For example, if a complete fertilizer is used on a seeding with a nurse crop harvested for grain, the description might read: "6,000 lbs. of 3-12-6 with oats for grain seeded with clover and timothy."

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Where superphosphate is used in connection with legume seedings made with grain for a nurse crop, it should be clearly indicated in Column (H) whether the nurse crop was harvested for hay or for grain.

In recording the description of a practice and materials used to carry out the practice, sufficient information should be shown in all cases to permit the county and State offices to determine whether the practice was carried out in accordance with the specifications for the practice as contained in NER-515 for the State. In recording a green manure or cover crop practice, the word "wheat" should be shown in the description of the practice if wheat is the crop used.

(i) Column (I). Conservation Material. If all of the materials shown in Column (H) were furnished for use under the 1940 Program but were not so used and were carried over for use under the 1941 Program, enter a check (✓) mark in Column (I). If only a portion of the materials shown in Column (H) were furnished for use under the 1940 Program but were not so used and

were carried over for use under the 1941 Program, a notation will be made in Column (H) showing the amount which was furnished in 1940 and carried over. Make no entries in Column (I) in connection with material furnished for use under the 1941 Program.

(j) Column (J). Acres. The farm checker will make entries in Column (J) in accordance with the following instructions:

(1) If materials were applied to the entire field the exact acreage of which has been previously determined, enter the entire field acreage in Column (J).

(2) If materials were not applied to the entire field, the farm checker will estimate and enter in Column (J) the acreage on which the material was applied only if the exact acreage on which the practice was carried out is not required by Section II-A of this bulletin.

In cases where the exact measurement is required by Section II-A of this bulletin, the farm checker will identify on the photograph, supplemented by a sketch map and notes, the area on which the material was applied to permit the acreage to be accurately determined in the county office from the photograph.

(k) Columns (K) and (L). Units earned and amount earned. For purposes of advising the farmer of the approximate unearned balance, if any, of his soil-building allowance, the number of units of each practice and the amount earned may, unless otherwise instructed by the county committee, be entered in Columns (K) and (L). If this is done, however, the farm checker should be particularly careful to inform the farmer that the figures are only tentative and subject to the approval of the county committee.

(l) Line 21. Commercial orchards. Under the 1941 Program the total area of commercial orchard is classified and should be reported as commercial orchard even though a part or all of the orchard is interplanted. That portion of the orchard which is interplanted will not be subtracted from the total area of the orchard.

For farms not previously measured by photography, the farm checker will enter in Column (A) the estimated

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COUNTY PROCEDURE FOR DETERMINATION AND REPORT OF PERFORMANCE

INSTRUCTIONS FOR COUNTY COMMITTEES

(Applicable in Counties not using Aerial Photographs)

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SECTION I. GENERAL

This bulletin contains the procedure to be followed by county committees in the determination and report of performance under the 1941 Agricultural Conservation Program in counties not using aerial photographs or farm maps made from aerial photographs. Instructions for farm checkers working in counties not using aerial photographs are contained in Bulletin NER-530-A and Bulletin NER-530-B.

A. Duties of the county committee. The county committee will be responsible for the selection, training, and employment of farm checkers and other employees for determining performance under the 1941 program, and will be held directly responsible for an accurate and efficient determination of performance on farms in the county.

B. Selection of farm checkers. Members of the county committee are not eligible for employment as farm checkers in determining performance. The first duty of the county committee is the selection of the persons to be given training as farm checkers. Only those persons who in the best judgment of the county committee can reasonably be expected to do reliable and satisfactory work should be selected for training.

C. Training of farm checkers. The county committee will arrange with the State office for necessary assistance in training prospective farm checkers. Each person selected should, prior to employment, be given thorough training, including the following:

1. Instructions with respect to provisions of the 1941 program applicable in the county.

2. Specific instructions on the preparation of forms used in connection with the determination of performance.

3. Instructions on methods of making field measurements and the use of measuring equipment.

4. Actual practice under supervision in making measurements and completing reports of performance on one or more farms.

D. Examination of farm checkers. At the close of the training period, all persons having had such training may be considered eligible for employment as farm checkers only after satisfactorily passing an examination designed to determine their qualifications. It is recommended that such examination be given to prospective farm checkers under the direction of a person designated by the State office, and that the examination include (1) a written test on provisions of the program and the procedure with respect to which instructions were given during the training period and (2) a field test on a farm involving the actual procedure in making measurements and preparation of report of performance forms.

E. Employment of farm checkers. After having passed the examina-

tion with a satisfactory grade, any such person may be employed as a farm checker if it is determined by the county committee that he is otherwise qualified. It is recommended that a person employed as farm checker who has had no previous experience in checking performance be employed at a lower rate than that paid to experienced farm checkers and become eligible for a higher rate within the maximum permitted only after his work has been spotchecked and approved.

F. Spotchecking. The work done by the farm checkers and in the county office will be spotchecked under the direction of the State office in order to make sure that acreage figures and other basic data on which payments are to be made are being determined in the county in accordance with applicable instructions and approved provisions of the program. The spotchecking of work done by the farm checker will include an adequate check on all of the work involved in making a complete report of performance. After each spotcheck the farm checker will be given a rating. The spotchecker will also, in connection with each spotcheck report, make one of the following three recommendations:

1. That the work of the farm checker be approved and that his employment be continued. In this event, a farm checker who had previously been employed at less than the maximum rate might reasonably be considered as eligible for a promotion in rate of pay not to exceed the permitted maximum.

2. That employment of the farm checker be continued only after additional training. In this event, the spotchecker will indicate the particular phase of the farm checker's work on which he needs further training. The county committee should then arrange for giving the farm checker the necessary additional training, after which he may be employed at the original rate for a period not to exceed 10 days before another spotcheck and rating by the spotchecker.

3. That the work of the farm checker is unsatisfactory and that his employment be discontinued. If this recommendation is made by the spotchecker, the county committee will immediately discontinue employment of the farm checker. The recommendation of the spotchecker shall be final when approved by the State office.

No farm checker should be employed for a period of more than 10 days prior to the initial spotcheck and submission of a spotcheck report. If, on the initial or any subsequent spotcheck, the work of the farm checker was not approved and the spotchecker recommended further training, the farm checker may be employed for not more than 10 days before his work is again spotchecked.

SECTION II. PREPARATION FOR PERFORMANCE WORK

A. Forms to be Used. Form NER-522 and NER-522-A where necessary, will be used in reporting performance on all allotment farms in all counties and may be used on other farms. Form NER-523, however, may, at the option of the county committee with the approval of the State office, be used in

reporting performance on nonallotment farms in counties in which a substantial proportion of the farms are nonallotment farms. Prior to the time performance work is started in the county, a copy of Form NER-522 or NER-523, as the case may be, will be prepared in the following manner for each farm in the county on which performance is to be determined.

Those portions of these instructions which relate to the Forms NER-522 or NER-523 and which will not be used in the county may be deleted.

1. Form NER-522.

Section I. Persons interested in this farm. Enter names and addresses of persons interested in the farm as landlord, tenant, or sharecropper, insofar as this information is available.

Section III. Location of farm and description. Enter in this section information insofar as available, with respect to the location and description of the farm.

Section V. Record of Conservation materials furnished: Enter in Column (A) of this section the kind of material, such as "Triple Super", "20% Super", "Gr. Lime", etc. Enter in Column (B) the amount of each kind of material furnished for use under the 1940 program but which was not so used and has been carried over for use under the 1941 program. Enter in Column (C) the amount of each kind of material furnished for use on the farm under the 1941 program. Enter in Column (D) the sums of Columns (B) and (C) for each kind of material. This item should be the total amount of each kind of material furnished the farm available for use under the 1941 program, including unused material carried over from 1940.

Section X. 1941 use of land and soil-building practices carried out. For the guidance of the farm checker, entries will be made on lines 20 and 22 to 26, inclusive, of Column (A). Other entries in this section will be made after performance has been checked.

Section XI. Summary of land use, practices, and payments. Enter in Column (B) the program yeild for allotment crops as determined for the farm for 1941.

Enter in Column (C) applicable acreage allotments, and conservation acreage goal, if any, determined for the farm under the 1941 program. Also enter on line 5 of Column (D) the usual acreage of wheat for each farm for which a wheat allotment or usual acreage has been determined unless the acreage planted to wheat as reported on Form NER-509 is less than the acreage allotment determined for the farm.

Enter in Column (D) on line 4, for all farms for which the acreage planted to wheat has been determined, the acreage planted to wheat as shown on Form NER-509 for the farm.

Enter on lines 10 to 14, in Columns (A), (B), and (D), the acreages of cropland, pasture, and commercial orchard as used in computing the soil-building allowance for the farm and the amount of the soil-building allowance.

2. Form NER-523.

Section 1. Persons interested in this farm. Enter the names and addresses of persons interested in the farm as landlords, tenants, or sharecroppers insofar as this information is available.

Section III, Location and description of farm. Enter in this section, information insofar as available, with respect to the location and description of the farm.

Section IV. Conservation materials furnished. Enter in Column (A) of this section the kind of material, such as "Triple Super", "20% Super", "Gr. Lime", etc. Enter in Column (B) the amount of each kind of material furnished for use under the 1940 program but which was not so used and has been carried over for use under the 1941 program. Enter in Column (C) the amount of each kind of material furnished for use on the farm under the 1941 program. Enter in Column (D) the sum of Columns (B) and (C) for each kind of material. This item should be the total amount of each kind of material furnished the farm available for use under the 1941 program, including unused material carried over from 1940.

Section VII. Utilization of Land. Although the record of 1941 crops with 1941 acreages will be recorded in this section after performance is checked on the farm, certain items, namely, items on lines 18 to 24, inclusive, will, for the guidance of the farm checker, be entered by the county office before performance is checked. These acreages may be corrected by the farm checker if found to be incorrect for the farm in 1941 by drawing a line through the entry and inserting the correct entry above or beside the original entry. Other entries in this section will be made by the farm checke

Section IX. Summary of Practices and Payments:

Enter in this section in Columns (A), (B) and (D) the acreages of cropland, pasture, and commercial orchard used in computing the 1941 soil-building allowance and also the amount of the soil-building allowance for the farm.

B. Record of Performance Activity

All county offices are required to maintain a record of 1941 performance activities on Form NED-31, "County Office Record". It is therefore necessary that all farms on which performance is to be determined be listed on Form NED-31 before performance work is started.

C. Materials for Use of Farm Checker.

The following materials should be made available for use by farm checkers:

1. Copy of NER-500, with supplements.
2. Copy of NER-514 and 515 for the State.
3. Copy of NER-522 (or NER-523 where used), properly prepared for each farm in accordance with subsection A above.
4. Copy of Bulletin NER-530A or 530B, whichever is applicable.
5. A supply of blank copies of NER-522 (or NER-523 where used).
6. The most recent map of the farm and a copy of the 1940 Report of Performance form showing the most recently determined acreages for the farm.
7. A supply of suitable paper for use in preparing sketch maps.
8. A measuring tape or chain.

SECTION III. COUNTY OFFICE PROCEDURE FOR COMPLETING REPORTS OF PERFORMANCE

A. Review of Data Reported by Farm Checker. As reports of performance are returned to the county office by farm checkers, all entries will be reviewed by the county office for completeness and accuracy. Entries which are not clear, complete, and accurate should be noted and called to the attention of the farm checker who submitted the report. Where necessary, the report of performance will be returned to the farm checker with sufficient instruction to enable him to explain, complete, or correct questionable or incorrect entries. Errors by the farm checker in the computation of acreages from field measurements may be corrected in the county office, but should in all cases be called to the attention of the farm checker. Such corrections should be made, not by erasing incorrect entries and substituting correct entries therefor, but by drawing a line through the original incorrect entry (leaving it legible) and placing the correct entry above or beside the original entry. Such corrections should be initialed by the person making them.

B. Fractions of acres and units of practices shall be expressed to the nearest tenth of an acre or unit, and fractions in hundreths amounting to 5 or less shall be dropped, while those amounting to more than 5 hundreths shall be considered as a whole tenth. For example: 6.12 would be 6.1; 6.15 would be 6.1; while 6.16 would become 6.2.

C. Review of Data Reported by Farm Checker and Procedure for Completing Report by County Office. (Form NER-522).

1. Section I, "Persons Interested in This Farm". The names and addresses of persons reported in this section as interested in the farm and information as to whether the person is landlord, tenant, or sharecropper should be checked to determine that such entries are legible and complete.

2. Section II, "Division of Payment". Determine that the sum of the percentage shares shown in each equals 100.

3. Section III, "Location of Farm and Description". Make sure that the land covered by the report of performance is adequately described and that any other land constituting a part of the farm covered by another report of performance is adequately described and identified.

4. Section IV, "Other Farms in Which Persons Shown in Section I Have an Interest". A record should be maintained in the county office of all persons who are reported in Column (C) as having an interest in two or more farms in the county and of all persons reported in Columns (E) and (G) as having an interest in one or more farms in other counties or other States. Such record should be kept in the regular card index file maintained by the county office, or in a separate file of persons interested in more than one farm. Arrangement shall be made to obtain reports of performance on all farms in the county in which a person has an interest, if such person files an application for payment or has been furnished conservation materials for one of such farms.

Information concerning other farms in other counties in the State or in other States shall be kept readily available for release to the State Committee upon request, and a recommendation should be made to the State Committee that performance be checked on such farms if the county committee has reason to believe that a person's interest in such other farms is such as to affect his payment on one or more farms in the county.

5. Section V, "Record of Material Furnished in Lieu of Payment". Verify from office records the entries in Columns (A), (B), (C), and (D) to determine that they are complete and correct and represent the kind, amount carried over from 1940 amount furnished under the 1941 Program, and total, respectively, of conservation materials furnished.

Verify the entries made by the farm checker in Column (E), as to the total amount of each kind of material shown in Section X of NER-522 to have been applied, and enter in Column (F) the amount of each kind of material which is shown in Section X of NER-522 to have been used in an approved manner. Then make the following determinations with respect to the entries in this section:

a. Column (E). Total amount applied. Determine whether the total amount applied is the same as the total amount furnished as shown in Column (D). If the amount of material recorded in Column (E) as having been applied is greater than the amount shown in Column (D) as having been furnished, a further check should be made to determine which figure is incorrect.

If the amount shown in Column (E) is less than that shown in Column (D), examine Section IX for an explanation of the use made by the farmer of the materials furnished but which have not been applied. If all of the material furnished has not been accounted for, return the report to the farm checker with the request that this information be obtained.

b. Column (F). Applied for credit. Determine whether the amount of each kind of material applied for credit as shown in Column (F) is the same as the amount furnished as shown in Column (D). If the amount of material shown in Column (F) as having been applied for credit is greater than the amount shown in Column (D) as having been furnished, a further check should be made to determine which figure is incorrect. If the amount shown in Column (F) as having been applied for credit is less than that shown in Column (D) as having been furnished, subtract the entry in Column (F) from the entry in Column (D) and enter the difference with red pencil prominently in Column (F) beside the original entry. This red entry represents the amount of material in connection with which a determination by the county committee is required as to whether such material is subject to a single or a double deduction.

6. Section VI, "Yield Data". All entries in this section will be checked to determine that production figures for wheat, potatoes, corn, and tobacco are entered for all farms on which these crops are grown in 1941. Determine also that the year to which the recorded production relates is entered in Column (B). Verify such other data, if any, as the State office may have requested entered in this section.

7. Section VII, "Certifications by Farm Operator and Farm Checker" Check the entries in this section to make sure that the appropriate dates and signatures have been properly recorded.

8. Section VIII, "Record of Materials Purchased". Entries in this section will be checked in accordance with instructions issued by the State office.

9. Section X Of NER-522, "1941 Use of Land and Soil-Building Practices Carried Out."

a. Record of crops and land uses. County offices will carefully review all data recorded in this section by the farm checker. For each entry which has been recorded by the farm checker in Column (C) the county office will, from the sketch map and notes turned in by the farm checker, check the acreage as computed by the farm checker.

The sum of the uncircled entries in Columns (E) and (F) for each field must in all cases be the same as the total area of the field as recorded in Column (C) or Column (A), whichever is applicable. Accordingly, the total of uncircled entries in Column (E), plus the total of the entries in Column (F) as recorded on line 20, must in all cases be the same as the acreage of total cropland on the farm which will be the sum of the entries on line 20, Columns (A) and (C). The circled entry on line 20 of Column (E) is the total of circled entries for all fields in Column (E) and represents the acreage of allotment crops grown following other such crops on the same land and allotment crops interplanted in commercial orchards.

b. Record of soil-building practices.

Column (H). Description of practice and materials used. The county office will check carefully the description of each approved soil-building practice carried out as reported by the farm checker in Column (H) to determine that the description provides sufficient data upon which to compute the credit earned for each such practice.

Column (J). Acres. The county office will, from the sketch map and notes turned in, check the farm checker's entries in Column (J) to determine if the required measurements have been made, and if the acreages computed from such measurements are correct.

Column (K). Units earned. There will be entered in this column by the county office the number of "units" of each soil-building practice carried out. If entries have been made in this column by the farm checker, they will be verified by the county office. The term "units" as referred to in this connection means that amount of each soil-building practice for which a specific monetary value is established in the State bulletin (NER-514 or 515) For example: If the superphosphate practice is expressed in terms of 48 pounds of P_2O_5, one unit will be recorded in this column for each 48 pounds of P_2O_5 used; if the potash practice is expressed in terms of dollars per 100 pounds of 50% muriate of potash, the entry in Column (K) will represent hundredweight of muriate of potash; in the case of seeding practices, the entry in Column (K) will represent acres; in the case of stripcropping practices, the value of which is 75¢ for each two acres, each unit recorded in Column (K) would represent 2 acres. For liming practices credit shown should in all cases be expressed in tons of standard ground limestone equivalents, even though the liming material actually used was other than standard ground limestone.

10. Section XI, "Summary of Land Use, Practices, and Payments". This section XI is for the purpose of recording a summary of the essential data for the farm for use in preparing applications for payment, and may also be used in making a computation of the payment, where necessary, in order to determine whether or not there is a payment due for which an application should be prepared.

a. Column (B), Program Yield. The program yields as determined for the farm, and previously entered in this column, should again be verified to determine that they represent the finally approved yields for the farm, and that a program yield is shown for the crops listed on lines 2, 3, 4, 5, and 6 of Column (A) for which an allotment has been determined, or with respect to which a deduction has been incurred for excess acreage.

b. Column (C) Allotment. All entries in this column should again be verified to determine that all acreage allotments, the conservation acreage goal, and usual acreages, if any, as finally determined for the farm, are entered and that such entries are correct.

c. Column (D). 1941 Acreage. There will be recorded in this column as totals for the farm a summary of 1941 crops called for in items 1 to 7, inclusive. The entries shall be obtained from Column (E) of Section X.

In case two or more allotment crops are grown consecutively on the same land, the second of which is entered as a circled entry in Column (E) of Section X, the acreage of each of these crops will be recorded in this column. For example, if 5 acres of potatoes are planted on each of 4 fields and the potatoes on 2 fields are followed by commercial vegetables (shown as circled entries in Column (E) of Section X), the entry on line 6 of column (D) of Section XI would be "20" acres, and the entry on line 7 would be "10" acres.

If there is double cropping on the same land of a single allotment crop, such as commercial vegetables followed by commercial vegetables, the acreage of the crop will be counted only once.

Line 1. Conservation Acreage (applicable only on farms with potato, tobacco, or wheat acreage allotments in New York, New Jersey, and Pennsylvania, outside of the commercial corn area). Enter on this line from the data shown in Column (D), of Section X, the total of all 1941 cropland uses which may be classified as conservation acreage in meeting the conservation acreage goal for the farm. Any

cropland acreage may be counted toward meeting the conservation acreage goal, regardless of other use, if devoted at any time during the program year to one or more of the following uses: biennial or perennial legumes, perennial grasses, rye grass, green manure crops, cowpeas, winter legumes, soybeans from which seed are not harvested by mechanical means, fall seeded small grains not harvested for grain, forest trees, or land on which approved terraces are constructed and no soil-depleting crop is grown.

Line 2. Corn (in commercial corn counties only). Enter here as a total for the farm the acreage planted to corn as defined under the 1941 program.

Line 3. Tobacco. Enter here the total acreage of tobacco harvested on the farm in 1941.

Line 4. Wheat Planted. Show on this line for all farms in wheat allotment counties the "acreage planted to wheat" on the farm, as defined under the 1941 program. In the case of farms for which the acreage planted to wheat has previously been determined and shown on Form NER-509 this entry should be the same as that shown on NER-509 unless this report indicates that the planted acreage of wheat shown on NER-509 is incorrect, in which event the entry on NER-509 should be corrected accordingly.

Line 5. Wheat Harvested. Enter on this line, both for allotment and nonallotment farms, the acreage of wheat actually harvested on the farm for grain, or for any other purpose after reaching maturity.

Line 6. Potatoes. Enter here the acreage of potatoes planted on the farm in 1941.

Line 7. Commercial Vegetables. Enter here the total acreage of commercial vegetables planted on the farm in 1941.

d. Column (B), items 10, 11, 12, and 13. The entries for these items should again be verified to determine that they reflect the proper acreages for the farm being operated in 1941. In case the report of performance, as turned in by the farm checker, shows that the farming unit operated in 1941 is not the same farming unit as was operated in 1940 and represented by the cropland pasture and orchard figures previously entered, or in case the report of performance shows that the classi-

fication of land reflected by the figures previously entered is incorrect, the entries in Columns (A), (B), and (D) should be corrected to reflect the change in farming unit or in classification of land. These items should not be changed merely to reflect a difference in measurement of the same land in 1941 as compared with 1940.

e. Summary of Practices. Columns (H), (I), (J), and (K) are provided in this section for use in summarizing the soil-building practices carried out on the farm. The summary of practices may be made effectively by entering in Column (H) the practice number, and in Column (I) the number of units of each practice as recorded for each of several fields in Column (K) of Section X. The units of each practice thus entered in Column (I) may then be added, thus obtaining in Column (I) a total number of units of each practice.

In cases where it is necessary to compute the amount earned by soil-building practices, the rate per unit for each practice may then be entered in Column (J) opposite the total units of each practice as shown in Column (I), and multiplied out to obtain the amount earned by each practice, such amount to be shown in dollars and cents in Column (K). Column (K) may then be added to obtain on line 12 the total amount earned by all soil-building practices carried out.

If it is apparent from the summary of the report of performance for the farm made in the manner outlined above that there has been a payment earned for which an application for payment should be prepared, no additional entries should be made in this section, except that the block in the lower right-hand corner of the section, labeled "Application", should be checked conspicuously to indicate that an application for payment should be prepared from this report of performance. However, if it is necessary to compute the payment earned, in order to determine whether or not there is payment due for which an application for payment should be prepared, space is provided in this section for entering the various items for payment which may be computed for the farm. The extent to which a computation of payment will be made in the county office and shown on reports of performance, subject to the limitation contained herein, will be in accordance with instructions issued by the State office.

11. Computation of Payment.

a. Column (E), Acreage for Payment, is for entering the acreage of allotment crops on which payment is computed in cases where the 1941 acreage of the crop is less than 80% of the acreage allotment for the crop, and there is no evidence that failure to plant 80% of the allotment was due to flood or drought, or,

in the case of tobacco, to plant-bed disease. In such cases, the entries in this column will be 125% of the 1941 acreage. If there are entries in this column determined in the manner indicated above for any crop, entries should be made in this column for all crops for which allotments are determined. In arriving at the totals on line 8 of Columns (C) and (E), items 1 and 7, conservation acreage and commercial vegetables, respectively, should be omitted.

In cases where the acreage of cropland for payment is increased by reason of a reduction in the acreage of allotment crops for payment below the total of the allotments, it will be necessary to revise the total soil-building allowance accordingly. In such cases, the total of Column (E) on line 8 should be used rather than the total of Column (C) on line 8 in arriving at the acres of cropland for payment shown on line 11 of Column (B). The revised soil-building allowance in such cases should be entered above or below the original entry on line 14 of Column (D).

b. Column (G), Payment. In arriving at the amount of allotment payments, the rates of payment for the allotments which are applicable should be entered in Column (F) and multiplied either by the allotment or the acreage for payment, as the case may be, and the amount of the payment entered in Column (G). The total of all allotment payments may be entered on line 8 of Column (G). Enter on line 9 of Column (G) either the total amount earned by soil-building practices, as shown on line 12 of Column (K), or the soil-building allowance as shown on line 14 of Column (D), whichever is smaller. The total payment earned, to be shown on line 10 of Column (G), will be the sum of the allotment payment and soil-building payment, to which should then be added the applicable small payment increase, showing the total earned payment including the increase on line 12 of Column (G).

The deduction for conservation materials furnished should then be entered on line 13 of Column (G), and subtracted from the total payment, in order to determine the balance, if any, of payment to be shown on line 14 of Column (G) which could be made for the farm.

If the computation of payment shows that an application for payment should be prepared, a check

mark should be entered conspicuously in the box marked "Application", and conversely a check mark should be entered in the box marked "No Application", if the computation of payment indicates that no application should be prepared.

D. Procedure for Completing NER-523 by County Office.

1. Section I of NER-523, "Persons Interested in This Farm". The names and addresses of persons reported in this section as interested in the farm and the relationship of each to the farm should be checked to determine that such entries are legible and complete.

2. Section II of NER-523, "Other Farms In Which Persons Shown in Section I Have An Interest". In connection with entries in Column (B) of this section showing the names of operators and serial numbers of other farms in the county in which a person sharing in the payment on this farm has an interest, a record should be maintained in the county office of all persons who are reported in Column (B) as having an interest in two or more farms in the county and of all persons reported in Columns (C) and (D) as having an interest in one or more farms in other counties or other States. Such record should be kept in the regular card index file maintained by the county office or in a separate file of persons interested in more than one farm. Arrangements shall be made to obtain reports of performance on all farms in the county in which a person has an interest, if such person files an application for payment or has been furnished conservation materials for one of such farms.

3. Section III of NER-523, "Location and Description of Farm". An examination should be made of the data in this section to make sure that the land covered by the report of performance is adequately described and that any other land constituting a part of the farm covered by another report of performance is adequately described and identified.

4. Section IV of NER-523, "Conservation Materials Furnished". Verify from office records the entries in Columns (A), (B), (C), and (D), to determine that they are complete and correct and represent the kind, amount carried over from 1940, amount furnished under the 1941 Program, and total, respectively, of conservation materials furnished.

Verify the entries made by the farm checker in Column (E), as to the total amount of each kind of material shown in Section VIII of NER-523 to have been applied, and enter in Column (F) the amount of each kind of material which is shown in Section VIII of NER-523 to have been used in an approved manner. Then make the following determinations with respect to the entries in this section:

a. Column (E). Total amount applied. Determine whether the total amount applied is the same as the total amount furnished as shown in Column (D). If the amount of material recorded in Column (E) as having been applied is greater than the amount shown in Column (D) as having been furnished, a further check should be made to determine which figure is incorrect. If the amount shown in

Column (E) is less than that shown in Column (D), examine Section V for an explanation of the use made by the farmer of the materials furnished but which have not been applied. If all of the material furnished has not been accounted for, return the report to the farm checker with the request that this information be obtained.

b. Column (F). Applied for credit. Determine whether the amount of each kind of material applied for credit as shown in Column (F) is the same as the amount furnished as shown in Column (D). If the amount of material shown in Column (F) as having been applied for credit is greater than the amount shown in Column (D) as having been furnished, a further check should be made to determine which figure is incorrect. If the amount shown in Column (F) as having been applied for credit is less than that shown in Column (D) as having been furnished, subtract the entry in Column (F) from the entry in Column (D) and enter the difference with red pencil prominently in Column (F) beside the original entry. This red entry represents the amount of material in connection with which a determination by the county committee is required as to whether such material is subject to a single or double deduction.

5. Section VI of NER-523, "Certifications by Farm Operator and Farm Checker". Check the entries in this section to make sure that the appropriate date and signature have been properly recorded.

6. Section VII of NER-523, "Utilization of Land". The record of crops and land uses as shown in this section should be checked by the county office, together with the sketch map and notes turned in by the farm checker, to determine whether the acreages required by these instructions to be measured have been measured and whether the acreages computed from the measurements made are correct.

7. Section VIII of NER-523, "Soil-Building Practices Carried Out". The county office will check carefully the description of each and all soil-building practices as reported by the farm checker in Columns (B) and (C). The county office shall also verify the acreage figures entered in Column (E) to determine whether the acreages of practices required by these instructions to be measured have been measured, and whether the acreages computed from the measurements made are correct. If entries have been made by the farm checker in Column (F), such entries shall be verified by the county office. If no entries have been made in Column (F) by the farm checker the county office shall compute and enter in Column (F) the number of units of each practice reported by the farm checker to have been carried out.

8. Section IX of NER-523. "Summary of Practices and Payments". This section IX is for the purpose of recording a summary of performance on the farm for use in preparing applications for payment and may also be used in making a computation of the payment where necessary in order to determine

whether or not there is a payment due for which an application should be prepared.

a. Summary of Practices. Columns (E), (F), (G), and (H) are provided in this section for use in summarizing the soil-building practices carried out on the farm. The summary of practices may be made effectively be entering in Column (E) the practice number and in Column (F) the number of units of each practice as recorded for each of several fields in Column (F) of Section VIII. The units of each practice thus entered in Column (F) may then be added, thus obtaining in Column (F) a total number of units of each practice.

In cases where it is necessary to compute the amount earned for soil-building practices, the rate per unit for each practice may then be entered in Column (G) and multiplied out to obtain the amount earned for each practice, such amount to be shown in dollars and cents in Column (H). Column (H) may then be added to obtain on line 9 the total amount earned for all soil-building practices carried out.

b. Soil-building Allowance. In summarizing the report of performance in the county office, the acreages of cropland, pasture, and commercial orchard previously entered in this section and used in computing the soil-building allowance should again be verified to determine that they reflect the proper acreages for the farm being operated in 1941. In case the report of performance as turned in by the farm checker shows that the farming unit operated in 1941 is not the same farming unit as was operated in 1940 and represented by the cropland, pasture, and orchard figures previously entered, or in case the report of performance shows that the classification of land reflected by the figures previously entered is incorrect, the entries in Columns (A), (B), and (D) should be corrected to reflect the change in farming unit or in classification of land. These items should not, however, be changed merely to reflect a difference in measurement of the same land in 1941 as compared with 1940.

c. Computation of Payment. If it is apparent from the report of performance, by checking the relationship of the soil-building allowance and soil-building payment earned and the deduction for conservation materials, that there has been a payment earned for which an application for payment should be prepared, no additional entries should be made in this section, except that the block in the lower left-hand corne labeled "Application" should be checked conspicuously to indicate that an application for payment should be prepared from this report of performance.

However, if it is necessary to compute the payment earned in order to determine whether or not there is payment due for which an application for payment should be prepared such computation of payment should be made as follows:

Enter on line 5 in Column (D) either the soil-building allowance or the amount earned by practices carried out as shown on line 9 of Column (H), whichever is smaller. Enter the amount of the small payment increase on line 6, Column (D), and the sum of items 5 and 6, representing the total payment, on line 7 of Column (D). The deduction for conservation materials furnished should then be entered on line 8 of Column (D) and subtracted from the total payment in order to determine the balance, if any, of payment to be shown on line 9, Column (D), which could be made for the farm.

If the computation of payment shows that an application for payment should be prepared, a check mark should be entered conspicuously in the box marked "Application" and conversely a check mark should be entered in the box marked "No Application" if the computation of payment indicates that no application for payment should be prepared.

E. Farms for which no Computation of Payment is Necessary. Irrespective of other cases, for which a computation of the payment will be necessary in order to determine eligibility to file an application, no computation of payment is necessary in the following cases, since an application for payment is required for all such cases:

1. Farms on which a person is eligible for a share of the payment, or who has been furnished conservation material and who also is entitled to a share of the crops or proceeds thereof for which payment or deduction may be computed on any other farm in the county.

2. Any farm furnished conservation material and on which a program deduction has been incurred, such as for excess acreage of any allotment crop, or for failure to maintain practices in 1941 for which payment was made under the previous programs, or for any practice defeating the purpose of the program.

3. Any farm on which the conservation material furnished for use under the 1941 program, including material carried over from 1940, is not properly used.

Furthermore, no computation of payment is necessary to determine eligibility to file an application in the following cases, since an application may not be submitted for such cases unless required by one of the conditions (1, 2 or 3) listed in the preceding paragraph:

4. Any nonallotment farm for which the deduction for material furnished is within $1.00 of the maximum payment for the farm.

5. Any nonallotment farm for which no practices are carried out other than those carried out with the material furnished.

A. W. Manchester

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Director, Northeast Division,
Agricultural Adjustment Administration

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Agricultural Adjustment Administration
Northeast Division

COUNTY PROCEDURE FOR DETERMINATION AND REPORT OF PERFORMANCE

INSTRUCTIONS FOR COUNTY COMMITTEES

(Applicable in Counties not using Aerial Photographs)

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SECTION I. GENERAL

This bulletin contains the procedure to be followed by county committees in the determination and report of performance under the 1941 Agricultural Conservation Program in counties not using aerial photographs or farm maps made from aerial photographs. Instructions for farm checkers working in counties not using aerial photographs are contained in Bulletin NER-530-A and Bulletin NER-530-B.

A. Duties of the county committee. The county committee will be responsible for the selection, training, and employment of farm checkers and other employees for determining performance under the 1941 program, and will be held directly responsible for an accurate and efficient determination of performance on farms in the county.

B. Selection of farm checkers. Members of the county committee are not eligible for employment as farm checkers in determining performance. The first duty of the county committee is the selection of the persons to be given training as farm checkers. Only those persons who in the best judgment of the county committee can reasonably be expected to do reliable and satisfactory work should be selected for training.

C. Training of farm checkers. The county committee will arrange with the State office for necessary assistance in training prospective farm checkers. Each person selected should, prior to employment, be given thorough training, including the following:

1. Instructions with respect to provisions of the 1941 program applicable in the county.

2. Specific instructions on the preparation of forms used in connection with the determination of performance.

3. Instructions on methods of making field measurements and the use of measuring equipment.

4. Actual practice under supervision in making measurements and completing reports of performance on one or more farms.

D. Examination of farm checkers. At the close of the training period, all persons having had such training may be considered eligible for employment as farm checkers only after satisfactorily passing an examination designed to determine their qualifications. It is recommended that such examination be given to prospective farm checkers under the direction of a person designated by the State office, and that the examination include (1) a written test on provisions of the program and the procedure with respect to which instructions were given during the training period and (2) a field test on a farm involving the actual procedure in making measurements and preparation of report of performance forms.

E. Employment of farm checkers. After having passed the examina-

tion with a satisfactory grade, any such person may be employed as a farm checker if it is determined by the county committee that he is otherwise qualified. It is recommended that a person employed as farm checker who has had no previous experience in checking performance be employed at a lower rate than that paid to experienced farm checkers and become eligible for a higher rate within the maximum permitted only after his work has been spotchecked and approved.

F. Spotchecking. The work done by the farm checkers and in the county office will be spotchecked under the direction of the State office in order to make sure that acreage figures and other basic data on which payments are to be made are being determined in the county in accordance with applicable instructions and approved provisions of the program. The spotchecking of work done by the farm checker will include an adequate check on all of the work involved in making a complete report of performance. After each spotcheck the farm checker will be given a rating. The spotchecker will also, in connection with each spotcheck report, make one of the following three recommendations:

1. That the work of the farm checker be approved and that his employment be continued. In this event, a farm checker who had previously been employed at less than the maximum rate might reasonably be considered as eligible for a promotion in rate of pay not to exceed the permitted maximum.

2. That employment of the farm checker be continued only after additional training. In this event, the spotchecker will indicate the particular phase of the farm checker's work on which he needs further training. The county committee should then arrange for giving the farm checker the necessary additional training, after which he may be employed at the original rate for a period not to exceed 10 days before another spotcheck and rating by the spotchecker.

3. That the work of the farm checker is unsatisfactory and that his employment be discontinued. If this recommendation is made by the spotchecker, the county committee will immediately discontinue employment of the farm checker. The recommendation of the spotchecker shall be final when approved by the State office.

No farm checker should be employed for a period of more than 10 days prior to the initial spotcheck and submission of a spotcheck report. If, on the initial or any subsequent spotcheck, the work of the farm checker was not approved and the spotchecker recommended further training, the farm checker may be employed for not more than 10 days before his work is again spotchecked.

SECTION II. PREPARATION FOR PERFORMANCE WORK

A. Forms to be Used. Form NER-522 and NER-522-A where necessary, will be used in reporting performance on all allotment farms in all counties and may be used on other farms. Form NER-523, however, may, at the option of the county committee with the approval of the State office, be used in

reporting performance on nonallotment farms in counties in which a substantial proportion of the farms are nonallotment farms. Prior to the time performance work is started in the county, a copy of Form NER-522 or NER-523, as the case may be, will be prepared in the following manner for each farm in the county on which performance is to be determined.

Those portions of these instructions which relate to the Forms NER-522 or NER-523 and which will not be used in the county may be deleted.

1. Form NER-522.

Section I. Persons interested in this farm. Enter names and addresses of persons interested in the farm as landlord, tenant, or sharecropper, insofar as this information is available.

Section III. Location of farm and description. Enter in this section information insofar as available, with respect to the location and description of the farm.

Section V. Record of Conservation materials furnished: Enter in Column (A) of this section the kind of material, such as "Triple Super", "20% Super", "Gr. Lime", etc. Enter in Column (B) the amount of each kind of material furnished for use under the 1940 program but which was not so used and has been carried over for use under the 1941 program. Enter in Column (C) the amount of each kind of material furnished for use on the farm under the 1941 program. Enter in Column (D) the sums of Columns (B) and (C) for each kind of material. This item should be the total amount of each kind of material furnished the farm available for use under the 1941 program, including unused material carried over from 1940.

Section X. 1941 use of land and soil-building practices carried out. For the guidance of the farm checker, entries will be made on lines 20 and 22 to 26, inclusive, of Column (A). Other entries in this section will be made after performance has been checked.

Section XI. Summary of land use, practices, and payments. Enter in Column (B) the program yeild for allotment crops as determined for the farm for 1941.

Enter in Column (C) applicable acreage allotments, and conservation acreage goal, if any, determined for the farm under the 1941 program. Also enter on line 5 of Column (D) the usual acreage of wheat for each farm for which a wheat allotment or usual acreage has been determined unless the acreage planted to wheat as reported on Form NER-509 is less than the acreage allotment determined for the farm.

Enter in Column (D) on line 4, for all farms for which the acreage planted to wheat has been determined, the acreage planted to wheat as shown on Form NER-509 for the farm.

Enter on lines 10 to 14, in Columns (A), (B), and (D), the acreages of cropland, pasture, and commercial orchard as used in computing the soil-building allowance for the farm and the amount of the soil-building allowance.

2. Form NER-523.

Section I. Persons interested in this farm. Enter the names and addresses of persons interested in the farm as landlords, tenants, or sharecroppers insofar as this information is available.

Section III. Location and description of farm. Enter in this section, information insofar as available, with respect to the location and description of the farm.

Section IV. Conservation materials furnished. Enter in Column (A) of this section the kind of material, such as "Triple Super", "20% Super", "Gr. Lime", etc. Enter in Column (B) the amount of each kind of material furnished for use under the 1940 program but which was not so used and has been carried over for use under the 1941 program. Enter in Column (C) the amount of each kind of material furnished for use on the farm under the 1941 program. Enter in Column (D) the sum of Columns (B) and (C) for each kind of material. This item should be the total amount of each kind of material furnished the farm available for use under the 1941 program, including unused material carried over from 1940.

Section VII. Utilization of Land. Although the record of 1941 crops with 1941 acreages will be recorded in this section after performance is checked on the farm, certain items, namely, items on lines 18 to 24, inclusive, will, for the guidance of the farm checker, be entered by the county office before performance is checked. These acreages may be corrected by the farm checker if found to be incorrect for the farm in 1941 by drawing a line through the entry and inserting the correct entry above or beside the original entry. Other entries in this section will be made by the farm checker

Section IX. Summary of Practices and Payments:

Enter in this section in Columns (A), (B) and (D) the acreages of cropland, pasture, and commercial orchard used in computing the 1941 soil-building allowance and also the amount of the soil-building allowance for the farm.

B. Record of Performance Activity

All county offices are required to maintain a record of 1941 performance activities on Form NED-31, "County Office Record". It is therefore necessary that all farms on which performance is to be determined be listed on Form NED-31 before performance work is started.

C. Materials for Use of Farm Checker.

The following materials should be made available for use by farm checkers:

1. Copy of NER-500, with supplements.
2. Copy of NER-514 and 515 for the State.
3. Copy of NER-522 (or NER-523 where used), properly prepared for each farm in accordance with subsection A above.
4. Copy of Bulletin NER-530A or 530B, whichever is applicable.
5. A supply of blank copies of NER-522 (or NER-523 where used).
6. The most recent map of the farm and a copy of the 1940 Report of Performance form showing the most recently determined acreages for the farm.
7. A supply of suitable paper for use in preparing sketch maps.
8. A measuring tape or chain.

SECTION III. COUNTY OFFICE PROCEDURE FOR COMPLETING REPORTS OF PERFORMANCE

A. Review of Data Reported by Farm Checker. As reports of performance are returned to the county office by farm checkers, all entries will be reviewed by the county office for completeness and accuracy. Entries which are not clear, complete, and accurate should be noted and called to the attention of the farm checker who submitted the report. Where necessary, the report of performance will be returned to the farm checker with sufficient instruction to enable him to explain, complete, or correct questionable or incorrect entries. Errors by the farm checker in the computation of acreages from field measurements may be corrected in the county office, but should in all cases be called to the attention of the farm checker. Such corrections should be made, not by erasing incorrect entries and substituting correct entries therefor, but by drawing a line through the original incorrect entry (leaving it legible) and placing the correct entry above or beside the original entry. Such corrections should be initialed by the person making them.

B. Fractions of acres and units of practices shall be expressed to the nearest tenth of an acre or unit, and fractions in hundreths amounting to 5 or less shall be dropped, while those amounting to more than 5 hundreths shall be considered as a whole tenth. For example: 6.12 would be 6.1; 6.15 would be 6.1; while 6.16 would become 6.2.

C. Review of Data Reported by Farm Checker and Procedure for Completing Report by County Office. (Form NER-522).

1. Section I, "Persons Interested in This Farm". The names and addresses of persons reported in this section as interested in the farm and information as to whether the person is landlord, tenant, or sharecropper should be checked to determine that such entries are legible and complete.

2. Section II, "Division of Payment". Determine that the sum of the percentage shares shown in each equals 100.

3. Section III, "Location of Farm and Description". Make sure that the land covered by the report of performance is adequately described and that any other land constituting a part of the farm covered by another report of performance is adequately described and identified.

4. Section IV, "Other Farms in Which Persons Shown in Section I Have an Interest". A record should be maintained in the county office of all persons who are reported in Column (C) as having an interest in two or more farms in the county and of all persons reported in Columns (E) and (G) as having an interest in one or more farms in other counties or other States. Such record should be kept in the regular card index file maintained by the county office, or in a separate file of persons interested in more than one farm. Arrangement shall be made to obtain reports of performance on all farms in the county in which a person has an interest, if such person files an application for payment or has been furnished conservation materials for one of such farms.

Information concerning other farms in other counties in the State or in other States shall be kept readily available for release to the State Committee upon request, and a recommendation should be made to the State Committee that performance be checked on such farms if the county committee has reason to believe that a person's interest in such other farms is such as to affect his payment on one or more farms in the county.

5. Section V, "Record of Material Furnished in Lieu of Payment". Verify from office records the entries in Columns (A), (B), (C), and (D) to determine that they are complete and correct and represent the kind, amount carried over from 1940 amount furnished under the 1941 Program, and total, respectively, of conservation materials furnished.

Verify the entries made by the farm checker in Column (E), as to the total amount of each kind of material shown in Section X of NER-522 to have been applied, and enter in Column (F) the amount of each kind of material which is shown in Section X of NER-522 to have been used in an approved manner. Then make the following determinations with respect to the entries in this section:

a. Column (E). Total amount applied. Determine whether the total amount applied is the same as the total amount furnished as shown in Column (D). If the amount of material recorded in Column (E) as having been applied is greater than the amount shown in Column (D) as having been furnished, a further check should be made to determine which figure is incorrect.

If the amount shown in Column (E) is less than that shown in Column (D), examine Section IX for an explanation of the use made by the farmer of the materials furnished but which have not been applied. If all of the material furnished has not been accounted for, return the report to the farm checker with the request that this information be obtained.

b. Column (F). Applied for credit. Determine whether the amount of each kind of material applied for credit as shown in Column (F) is the same as the amount furnished as shown in Column (D). If the amount of material shown in Column (F) as having been applied for credit is greater than the amount shown in Column (D) as having been furnished, a further check should be made to determine which figure is incorrect. If the amount shown in Column (F) as having been applied for credit is less than that shown in Column (D) as having been furnished, subtract the entry in Column (F) from the entry in Column (D) and enter the difference with red pencil prominently in Column (F) beside the original entry. This red entry represents the amount of material in connection with which a determination by the county committee is required as to whether such material is subject to a single or a double deduction.

6. Section VI, "Yield Data". All entries in this section will be checked to determine that production figures for wheat, potatoes, corn, and tobacco are entered for all farms on which these crops are grown in 1941. Determine also that the year to which the recorded production relates is entered in Column (B). Verify such other data, if any, as the State office may have requested entered in this section.

7. Section VII, "Certifications by Farm Operator and Farm Checker" Check the entries in this section to make sure that the appropriate dates and signatures have been properly recorded.

8. Section VIII, "Record of Materials Purchased". Entries in this section will be checked in accordance with instructions issued by the State office.

9. Section X Of NER-522, "1941 Use of Land and Soil-Building Practices Carried Out."

a. Record of crops and land uses. County offices will carefully review all data recorded in this section by the farm checker. For each entry which has been recorded by the farm checker in Column (C) the county office will, from the sketch map and notes turned in by the farm checker, check the acreage as computed by the farm checker.

The sum of the uncircled entries in Columns (E) and (F) for each field must in all cases be the same as the total area of the field as recorded in Column (C) or Column (A), whichever is applicable. Accordingly, the total of uncircled entries in Column (E), plus the total of the entries in Column (F) as recorded on line 20, must in all cases be the same as the acreage of total cropland on the farm which will be the sum of the entries on line 20, Columns (A) and (C). The circled entry on line 20 of Column (E) is the total of circled entries for all fields in Column (E) and represents the acreage of allotment crops grown following other such crops on the same land and allotment crops interplanted in commercial orchards.

b. Record of soil-building practices.

Column (H). Description of practice and materials used. The county office will check carefully the description of each approved soil-building practice carried out as reported by the farm checker in Column (H) to determine that the description provides sufficient data upon which to compute the credit earned for each such practice.

Column (J). Acres. The county office will, from the sketch map and notes turned in, check the farm checker's entries in Column (J) to determine if the required measurements have been made, and if the acreages computed from such measurements are correct.

Column (K). Units earned. There will be entered in this column by the county office the number of "units" of each soil-building practice carried out. If entries have been made in this column by the farm checker, they will be verified by the county office. The term "units" as referred to in this connection means that amount of each soil-building practice for which a specific monetary value is established in the State bulletin (NER-514 or 515) For example: If the superphosphate practice is expressed in terms of 48 pounds of P_2O_5, one unit will be recorded in this column for each 48 pounds of P_2O_5 used; if the potash practice is expressed in terms of dollars per 100 pounds of 50% muriate of potash, the entry in Column (K) will represent hundredweight of muriate of potash; in the case of seeding practices, the entry in Column (K) will represent acres; in the case of stripcropping practices, the value of which is 75¢ for each two acres, each unit recorded in Column (K) would represent 2 acres. For liming practices credit shown should in all cases be expressed in tons of standard ground limestone equivalents, even though the liming material actually used was other than standard ground limestone.

10. Section XI, "Summary of Land Use, Practices, and Payments". This section XI is for the purpose of recording a summary of the essential data for the farm for use in preparing applications for payment, and may also be used in making a computation of the payment, where necessary, in order to determine whether or not there is a payment due for which an application should be prepared.

a. Column (B), Program Yield. The program yields as determined for the farm, and previously entered in this column, should again be verified to determine that they represent the finally approved yields for the farm, and that a program yield is shown for the crops listed on lines 2, 3, 4, 5, and 6 of Column (A) for which an allotment has been determined, or with respect to which a deduction has been incurred for excess acreage.

b. Column (C) Allotment. All entries in this column should again be verified to determine that all acreage allotments, the conservation acreage goal, and usual acreages, if any, as finally determined for the farm, are entered and that such entries are correct.

c. Column (D). 1941 Acreage. There will be recorded in this column as totals for the farm a summary of 1941 crops called for in items 1 to 7, inclusive. The entries shall be obtained from Column (E) of Section X.

In case two or more allotment crops are grown consecutively on the same land, the second of which is entered as a circled entry in Column (E) of Section X, the acreage of each of these crops will be recorded in this column. For example, if 5 acres of potatoes are planted on each of 4 fields and the potatoes on 2 fields are followed by commercial vegetables (shown as circled entries in Column (E) of Section X), the entry on line 6 of column (D) of Section XI would be "20" acres, and the entry on line 7 would be "10" acres.

If there is double cropping on the same land of a single allotment crop, such as commercial vegetables followed by commercial vegetables, the acreage of the crop will be counted only once.

Line 1. Conservation Acreage (applicable only on farms with potato, tobacco, or wheat acreage allotments in New York, New Jersey, and Pennsylvania, outside of the commercial corn area). Enter on this line from the data shown in Column (D), of Section X, the total of all 1941 cropland uses which may be classified as conservation acreage in meeting the conservation acreage goal for the farm. Any

cropland acreage may be counted toward meeting the conservation acreage goal, regardless of other use, if devoted at any time during the program year to one or more of the following uses: biennial or perennial legumes, perennial grasses, rye grass, green manure crops, cowpeas, winter legumes, soybeans from which seed are not harvested by mechanical means, fall seeded small grains not harvested for grain, forest trees, or land on which approved terraces are constructed and no soil-depleting crop is grown.

Line 2. Corn (in commercial corn counties only). Enter here as a total for the farm the acreage planted to corn as defined under the 1941 program.

Line 3. Tobacco. Enter here the total acreage of tobacco harvested on the farm in 1941.

Line 4. Wheat Planted. Show on this line for all farms in wheat allotment counties the "acreage planted to wheat" on the farm, as defined under the 1941 program. In the case of farms for which the acreage planted to wheat has previously been determined and shown on Form NER-509 this entry should be the same as that shown on NER-509 unless this report indicates that the planted acreage of wheat shown on NER-509 is incorrect, in which event the entry on NER-509 should be corrected accordingly.

Line 5. Wheat Harvested. Enter on this line, both for allotment and nonallotment farms, the acreage of wheat actually harvested on the farm for grain, or for any other purpose after reaching maturity.

Line 6. Potatoes. Enter here the acreage of potatoes planted on the farm in 1941.

Line 7. Commercial Vegetables. Enter here the total acreage of commercial vegetables planted on the farm in 1941.

d. Column (B), items 10, 11, 12, and 13. The entries for these items should again be verified to determine that they reflect the proper acreages for the farm being operated in 1941. In case the report of performance, as turned in by the farm checker, shows that the farming unit operated in 1941 is not the same farming unit as was operated in 1940 and represented by the cropland pasture and orchard figures previously entered, or in case the report of performance shows that the classi-

cropland acreage may be counted toward meeting the conservation acreage goal, regardless of other use, if devoted at any time during the program year to one or more of the following uses: biennial or perennial legumes, perennial grasses, rye grass, green manure crops, cowpeas, winter legumes, soybeans from which seed are not harvested by mechanical means, fall seeded small grains not harvested for grain, forest trees, or land on which approved terraces are constructed and no soil-depleting crop is grown.

Line 2. Corn (in commercial corn counties only). Enter here as a total for the farm the acreage planted to corn as defined under the 1941 program.

Line 3. Tobacco. Enter here the total acreage of tobacco harvested on the farm in 1941.

Line 4. Wheat Planted. Show on this line for all farms in wheat allotment counties the "acreage planted to wheat" on the farm, as defined under the 1941 program. In the case of farms for which the acreage planted to wheat has previously been determined and shown on Form NER-509 this entry should be the same as that shown on NER-509 unless this report indicates that the planted acreage of wheat shown on NER-509 is incorrect, in which event the entry on NER-509 should be corrected accordingly.

Line 5. Wheat Harvested. Enter on this line, both for allotment and nonallotment farms, the acreage of wheat actually harvested on the farm for grain, or for any other purpose after reaching maturity.

Line 6. Potatoes. Enter here the acreage of potatoes planted on the farm in 1941.

Line 7. Commercial Vegetables. Enter here the total acreage of commercial vegetables plantedon the farm in 1941. Do not include in this item the acreages of tomatoes, peas, snap beans, lima beans, and corn for processing. However, the acreages of these crops should be summarized and shown as a separate figure on line 7 in Column B.

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d. Column (B), items 10, 11, 12, and 13. The entries for these items should again be verified to determine that they reflect the proper acreage for the farm being operated in 1941. In case the report of performance, as turned in by the farm checker, shows that the farming unit operated in 1941 is not the same farming unit as was operated in 1940 and represented by the cropland, pasture, and orchard figures previously entered, or in case the report of performance shows that the classi-

10. Section XI, "Summary of Land Use, Practices, and Payments". This section XI is for the purpose of recording a summary of the essential data for the farm for use in preparing applications for payment, and may also be used in making a computation of the payment, where necessary, in order to determine whether or not there is a payment due for which an application should be prepared.

a. Column (B), Program Yield. The program yields as determined for the farm, and previously entered in this column, should again be verified to determine that they represent the finally approved yields for the farm, and that a program yield is shown for the crops listed on lines 2, 3, 4, 5, and 6 of Column (A) for which an allotment has been determined, or with respect to which a deduction has been incurred for excess acreage.

b. Column (C) Allotment. All entries in this column should again be verified to determine that all acreage allotments, the conservation acreage goal, and usual acreages, if any, as finally determined for the farm, are entered and that such entries are correct.

c. Column (D). 1941 Acreage. There will be recorded in this column as totals for the farm a summary of 1941 crops called for in items 1 to 7, inclusive. The entries shall be obtained from Column (E) of Section X.

In case two or more allotment crops are grown consecutively on the same land, the second of which is entered as a circled entry in Column (E) of Section X, the acreage of each of these crops will be recorded in this column. For example, if 5 acres of potatoes are planted on each of 4 fields and the potatoes on 2 fields are followed by commercial vegetables (shown as circled entries in Column (E) of Section X), the entry on line 6 of column (D) of Section XI would be "20" acres, and the entry on line 7 would be "10" acres.

If there is double cropping on the same land of a single allotment crop, such as commercial vegetables followed by commercial vegetables, the acreage of the crop will be counted only once.

Line 1. Conservation Acreage (applicable only on farms with potato, tobacco, or wheat acreage allotments in New York, New Jersey, and Pennsylvania, outside of the commercial corn area). Enter on this line from the data shown in Column (D), of Section X, the total of all 1941 cropland uses which may be classified as conservation acreage in meeting the conservation acreage goal for the farm. Any

However, if it is necessary to compute the payment earned in order to determine whether or not there is payment due for which an application for payment should be prepared, such computation of payment should be made as follows:

Enter on line 5 in Column (D) either the soil-building allowance or the amount earned by practices carried out as shown on line 9 of Column (H), whichever is smaller. Enter the amount of the small payment increase on line 6, Column (D), and the sum of items 5 and 6, representing the total payment, on line 7 of Column (D). The deduction for conservation materials furnished should then be entered on line 8 of Column (D) and subtracted from the total payment in order to determine the balance, if any, of payment to be shown on line 9, Column (D), which could be made for the farm.

If the computation of payment shows that an application for payment should be prepared, a check mark should be entered conspicuously in the box marked "Application" and conversely a check mark should be entered in the box marked "No Application" if the computation of payment indicates that no application for payment should be prepared.

E. Farms for which no Computation of Payment is Necessary. Irrespective of other cases, for which a computation of the payment will be necessary in order to determine eligibility to file an application, no computation of payment is necessary in the following cases, since an application for payment is required for all such cases:

1. Any farm on which it is obvious that a net deduction would be computed for any person, provided such person also files an application or has been furnished conservation materials with respect to any other farm in the county.

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2. Any farm furnished conservation material and on which a program deduction has been incurred, such as for excess acreage of any allotment crop, or for failure to maintain any practice in 1941 for which payment was made under any previous program, or for any practice defeating the purpose of the program.

3. Any farm on which conservation material furnished for use under the 1941 Program (including material carried over from 1940 and for which only a single deduction was made) is not properly used.

Furthermore, no computation of payment is necessary to determine eligibility to file an application in the following cases, since an application may not be submitted for such cases unless required by one of the conditions (1, 2, or 3) listed in the preceding paragraph:

whether or not there is a payment due for which an application should be prepared.

a. Summary of Practices. Columns (E), (F), (G), and (H) are provided in this section for use in summarizing the soil-building practices carried out on the farm. The summary of practices may be made effectively by entering in Column (E) the practice number and in Column (F) the number of units of each practice as recorded for each of several fields in Column (F) of Section VIII. The units of each practice thus entered in Column (F) may then be added, thus obtaining in Column (F) a total number of units of each practice.

In cases where it is necessary to compute the amount earned for soil-building practices, the rate per unit for each practice may then be entered in Column (G) and multiplied out to obtain the amount earned for each practice, such amount to be shown in dollars and cents in Column (H). Column (H) may then be added to obtain on line 9 the total amount earned for all soil-building practices carried out.

b. Soil-building Allowance. In summarizing the report of performance in the county office, the acreages of cropland, pasture, and commercial orchard previously entered in this section and used in computing the soil-building allowance should again be verified to determine that they reflect the proper acreages for the farm being operated in 1941. In case the report of performance as turned in by the farm checker shows that the farming unit operated in 1941 is not the same farming unit as was operated in 1940 and represented by the cropland, pasture, and orchard figures previously entered, or in case the report of performance shows that the classification of land reflected by the figures previously entered is incorrect, the entries in Columns (A), (B), and (D) should be corrected to reflect the change in farming unit or in classification of land. These items should not, however, be changed merely to reflect a difference in measurement of the same land in 1941 as compared with 1940.

c. Computation of Payment. If it is apparent from the report of performance, by checking the relationship of the soil-building allowance and soil-building payment earned and the deduction for conservation materials, that there has been a payment earned for which an application for payment should be prepared, no additional entries should be made in this section, except that the block in the lower left-hand corner labeled "Application" should be checked conspicuously to indicate that an application for payment should be prepared from this report of performance.

10. Section XI, "Summary of Land Use, Practices, and Payments". This section XI is for the purpose of recording a summary of the essential data for the farm for use in preparing applications for payment, and may also be used in making a computation of the payment, where necessary, in order to determine whether or not there is a payment due for which an application should be prepared.

a. Column (B), Program Yield. The program yields as determined for the farm, and previously entered in this column, should again be verified to determine that they represent the finally approved yields for the farm, and that a program yield is shown for the crops listed on lines 2, 3, 4, 5, and 6 of Column (A) for which an allotment has been determined, or with respect to which a deduction has been incurred for excess acreage.

b. Column (C) Allotment. All entries in this column should again be verified to determine that all acreage allotments, the conservation acreage goal, and usual acreages, if any, as finally determined for the farm, are entered and that such entries are correct.

c. Column (D), 1941 Acreage. There will be recorded in this column as totals for the farm a summary of 1941 crops called for in items 1 to 7, inclusive. The entries shall be obtained from Column (E) of Section X.

In case two or more allotment crops are grown consecutively on the same land, the second of which is entered as a circled entry in Column (E) of Section X, the acreage of each of these crops will be recorded in this column. For example, if 5 acres of potatoes are planted on each of 4 fields and the potatoes on 2 fields are followed by commercial vegetables (shown as circled entries in Column (E) of Section X), the entry on line 6 of column (D) of Section XI would be "20" acres, and the entry on line 7 would be "10" acres.

If there is double cropping on the same land of a single allotment crop, such as commercial vegetables followed by commercial vegetables, the acreage of the crop will be counted only once.

Line 1. Conservation Acreage (applicable only on farms with potato, tobacco, or wheat acreage allotments in New York, New Jersey, and Pennsylvania, outside of the commercial corn area). Enter on this line from the data shown in Column (D), of Section X, the total of all 1941 cropland uses which may be classified as conservation acreage in meeting the conservation acreage goal for the farm. Any

cropland acreage may be counted toward meeting the conservation acreage goal, regardless of other use, if devoted at any time during the program year to one or more of the following uses: biennial or perennial legumes, perennial grasses, rye grass, green manure crops, cowpeas, winter legumes, soybeans, fall seeded small grains not harvested for grain, forest trees, or land on which approved terraces are constructed and no soil-depleting crop is grown.

Line 2. Corn (in commercial corn counties only). Enter here as a total for the farm the acreage planted to corn as defined under the 1941 program.

Line 3. Tobacco. Enter here the total acreage of tobacco harvested on the farm in 1941.

Line 4. Wheat planted. Show on this line for all farms in wheat allotment counties the "acreage planted to wheat" on the farm, as defined under the 1941 program. In the case of farms for which the acreage planted to wheat has previously been determined and shown on Form NER-509 this entry should be the same as that shown on NER-509 unless this report indicates that the planted acreage of wheat shown on NER-509 is correct, in which event the entry on NER-509 should be corrected accordingly.

Revised Show on this line in Column (A) the actual acreage seeded to wheat including wheat used for green manure or cover crops, pasture, hay, ensilage, and other uses for all farms on which this figure will be larger than the figure in Column (D).

Line 5. Wheat Harvested. Enter on this line, both for allotment and nonallotment farms, the acreage of wheat actually harvested on the farm for grain, or for any other purpose after reaching maturity.

Line 6. Potatoes. Enter here the acreage of potatoes planted on the farm in 1941.

Line 7. Commercial Vegetables. Enter here the total acreage of commercial vegetables planted on the farm in 1941. Do not include in this item the acreages of tomatoes, peas, snap beans, lima beans, and corn, for processing. However,

Revised the acreages of these crops should be summarized and shown as a separate figure on line 7 in Column B. Also show as a separate item on line 7 in Column A the acreage of peas and corn for processing.

d. Column (B), items 10, 11, 12, and 13. The entries for these items should again be verified to determine that they reflect the proper acreage for the farm being operated in 1941. In case the report of performance, as turned in by the farm checker, shows that the farming unit operated in 1941 is not the same farming unit as was operated in 1940 and represented by the cropland, pasture, and orchard figures previously entered, or in case the report of performance shows that the classi-

fication of land reflected by the figures previously entered is incorrect, the entries in Columns (A), (B), and (D) should be corrected to reflect the change in farming unit or in classification of land. These items should not be changed merely to reflect a difference in measurement of the same land in 1941 as compared with 1940.

e. Summary of Practices. Columns (H), (I), (J), and (K) are provided in this section for use in summarizing the soil-building practices carried out on the farm. The summary of practices may be made effectively by entering in Column (H) the practice number, and in Column (I) the number of units of each practice as recorded for each of several fields in Column (K) of Section X. The units of each practice thus entered in Column (I) may then be added, thus obtaining in Column (I) a total number of units of each practice.

In cases where it is necessary to compute the amount earned by soil-building practices, the rate per unit for each practice may then be entered in Column (J) opposite the total units of each practice as shown in Column (I), and multiplied out to obtain the amount earned by each practice, such amount to be shown in dollars and cents in Column (K). Column (K) may then be added to obtain on line 12 the total amount earned by all soil-building practices carried out.

If it is apparent from the summary of the report of performance for the farm made in the manner outlined above that there has been a payment earned for which an application for payment should be prepared, no additional entries should be made in this section, except that the block in the lower right-hand corner of the section, labeled "Application", should be checked conspicuously to indicate that an application for payment should be prepared from this report of performance. However, if it is necessary to compute the payment earned, in order to determine whether or not there is payment due for which an application for payment should be prepared, space is provided in this section for entering the various items for payment which may be computed for the farm. The extent to which a computation of payment will be made in the county office and shown on reports of performance, subject to the limitation contained herein, will be in accordance with instructions issued by the State office.

11. Computation of Payment.

a. Column (E), Acreage for Payment, is for entering the acreage of allotment crops on which payment is computed in cases where the 1941 acreage of the crop is less than 80% of the acreage allotment for the crop, and there is no evidence that failure to plant 80% of the allotment was due to flood or drought, or,

in the case of tobacco, to plant-bed disease. In such cases, the entries in this column will be 125% of the 1941 acreage. If there are entries in this column determined in the manner indicated above for any crop, entries should be made in this column for all crops for which allotments are determined. In arriving at the totals on line 8 of Columns (C) and (E), items 1 and 7, conservation acreage and commercial vegetables, respectively, should be omitted.

In cases where the acreage of cropland for payment is increased by reason of a reduction in the acreage of allotment crops for payment below the total of the allotments, it will be necessary to revise the total soil-building allowance accordingly. In such cases, the total of Column (E) on line 8 should be used rather than the total of Column (C) on line 8 in arriving at the acres of cropland for payment shown on line 11 of Column (B). The revised soil-building allowance in such cases should be entered above or below the original entry on line 14 of Column (D).

b. Column (G), Payment. In arriving at the amount of allotment payments, the rates of payment for the allotments which are applicable should be entered in Column (F) and multiplied either by the allotment or the acreage for payment, as the case may be, and the amount of the payment entered in Column (G). The total of all allotment payments may be entered on line 8 of Column (G). Enter on line 9 of Column (G) either the total amount earned by soil-building practices, as shown on line 12 of Column (K), or the soil-building allowance as shown on line 14 of Column (D), whichever is smaller. The total payment earned, to be shown on line 10 of Column (G), will be the sum of the allotment payment and soil-building payment, to which should then be added the applicable small payment increase, showing the total earned payment including the increase on line 12 of Column (G).

The deduction for conservation materials furnished should then be entered on line 13 of Column (G), and subtracted from the total payment, in order to determine the balance, if any, of payment to be shown on line 14 of Column (G) which could be made for the farm.

If the computation of payment shows that an application for payment should be prepared, a check

mark should be entered conspicuously in the box marked "Application", and conversely a check mark should be entered in the box marked "No Application", if the computation of payment indicates that no application should be prepared.

D. Procedure for Completing NER-523 by County Office.

1. Section I of NER-523, "Persons Interested in This Farm". The names and addresses of persons reported in this section as interested in the farm and the relationship of each to the farm should be checked to determine that such entries are legible and complete.

2. Section II of NER-523, "Other Farms In Which Persons Shown in Section I Have An Interest". In connection with entries in Column (B) of this section showing the names of operators and serial numbers of other farms in the county in which a person sharing in the payment on this farm has an interest, a record should be maintained in the county office of all persons who are reported in Column (B) as having an interest in two or more farms in the county and of all persons reported in Columns (C) and (D) as having an interest in one or more farms in other counties or other States. Such record should be kept in the regular card index file maintained by the county office or in a separate file of persons interested in more than one farm. Arrangements shall be made to obtain reports of performance on all farms in the county in which a person has an interest, if such person files an application for payment or has been furnished conservation materials for one of such farms.

3. Section III of NER-523, "Location and Description of Farm". An examination should be made of the data in this section to make sure that the land covered by the report of performance is adequately described and that any other land constituting a part of the farm covered by another report of performance is adequately described and identified.

4. Section IV of NER-523, "Conservation Materials Furnished". Verify from office records the entries in Columns (A), (B), (C), and (D), to determine that they are complete and correct and represent the kind, amount carried over from 1940, amount furnished under the 1941 Program, and total, respectively, of conservation materials furnished.

Verify the entries made by the farm checker in Column (E), as to the total amount of each kind of material shown in Section VIII of NER-523 to have been applied, and enter in Column (F) the amount of each kind of material which is shown in Section VIII of NER-523 to have been used in an approved manner. Then make the following determinations with respect to the entries in this section:

a. Column (E). Total amount applied. Determine whether the total amount applied is the same as the total amount furnished as shown in Column (D). If the amount of material recorded in Column (E) as having been applied is greater than the amount shown in Column (D) as having been furnished, a further check should be made to determine which figure is incorrect. If the amount shown in

Column (E) is less than that shown in Column (D), examine Section V for an explanation of the use made by the farmer of the materials furnished but which have not been applied. If all of the material furnished has not been accounted for, return the report to the farm checker with the request that this information be obtained.

b. Column (F). Applied for credit. Determine whether the amount of each kind of material applied for credit as shown in Column (F) is the same as the amount furnished as shown in Column (D). If the amount of material shown in Column (F) as having been applied for credit is greater than the amount shown in Column (D) as having been furnished, a further check should be made to determine which figure is incorrect. If the amount shown in Column (F) as having been applied for credit is less than that shown in Column (D) as having been furnished, subtract the entry in Column (F) from the entry in Column (D) and enter the difference with red pencil prominently in Column (F) beside the original entry. This red entry represents the amount of material in connection with which a determination by the county committee is required as to whether such material is subject to a single or double deduction.

5. Section VI of NER-523, "Certifications by Farm Operator and Farm Checker". Check the entries in this section to make sure that the appropriate date and signature have been properly recorded.

6. Section VII of NER-523, "Utilization of Land". The record of crops and land uses as shown in this section should be checked by the county office, together with the sketch map and notes turned in by the farm checker, to determine whether the acreages required by these instructions to be measur have been measured and whether the acreages computed from the measurements made are correct.

7. Section VIII of NER-523, "Soil-Building Practices Carried Out". The county office will check carefully the description of each and all soil-building practices as reported by the farm checker in Columns (B) and (C). The county office shall also verify the acreage figures entered in Column (E) to determine whether the acreages of practices required by these instructions to be measured have been measured, and whether the acreages computed from the measurements made are correct. If entries have been made by the farm checker in Column (F), such entries shall be verified by the county office. If no entries have been made in Column (F) by the farm checker the county office shall compute and enter in Column (F) the number of units of each practice reported by the farm checker to have been carried out.

8. Section IX of NER-523. "Summary of Practices and Payments". This section IX is for the purpose of recording a summary of performance on the farm for use in preparing applications for payment and may also be used in making a computation of the payment where necessary in order to determine

whether or not there is a payment due for which an application should be prepared.

a. Summary of Practices. Columns (E), (F), (G), and (H) are provided in this section for use in summarizing the soil-building practices carried out on the farm. The summary of practices may be made effectively be entering in Column (E) the practice number and in Column (F) the number of units of each practice as recorded for each of several fields in Column (F) of Section VIII. The units of each practice thus entered in Column (F) may then be added, thus obtaining in Column (F) a total number of units of each practice.

In cases where it is necessary to compute the amount earned for soil-building practices, the rate per unit for each practice may then be entered in Column (G) and multiplied out to obtain the amount earned for each practice, such amount to be shown in dollars and cents in Column (H). Column (H) may then be added to obtain on line 9 the total amount earned for all soil-building practices carried out.

b. Soil-building Allowance. In summarizing the report of performance in the county office, the acreages of cropland, pasture, and commercial orchard previously entered in this section and used in computing the soil-building allowance should again be verified to determine that they reflect the proper acreages for the farm being operated in 1941. In case the report of performance as turned in by the farm checker shows that the farming unit operated in 1941 is not the same farming unit as was operated in 1940 and represented by the cropland, pasture, and orchard figures previously entered, or in case the report of performance shows that the classification of land reflected by the figures previously entered is incorrect, the entries in Columns (A), (B), and (D) should be corrected to reflect the change in farming unit or in classification of land. These items should not, however, be changed merely to reflect a difference in measurement of the same land in 1941 as compared with 1940.

c. Computation of Payment. If it is apparent from the report of performance, by checking the relationship of the soil-building allowance and soil-building payment earned and the deduction for conservation materials, that there has been a payment earned for which an application for payment should be prepared, no additional entries should be made in this section, except that the block in the lower left-hand corner labeled "Application" should be checked conspicuously to indicate that an application for payment should be prepared from this report of performance.

However, if it is necessary to compute the payment earned in order to determine whether or not there is payment due for which an application for payment should be prepared, such computation of payment should be made as follows:

Enter on line 5 in Column (D) either the soil-building allowance or the amount earned by practices carried out as shown on line 9 of Column (H), whichever is smaller. Enter the amount of the small payment increase on line 6, Column (D), and the sum of items 5 and 6, representing the total payment, on line 7 of Column (D). The deduction for conservation materials furnished should then be entered on line 8 of Column (D) and subtracted from the total payment in order to determine the balance, if any, of payment to be shown on line 9, Column (D), which could be made for the farm.

If the computation of payment shows that an application for payment should be prepared, a check mark should be entered conspicuously in the box marked "Application" and conversely a check mark should be entered in the box marked "No Application" if the computation of payment indicates that no application for payment should be prepared.

E. Farms for which no Computation of Payment is Necessary. Irrespective of other cases, for which a computation of the payment will be necessary in order to determine eligibility to file an application, no computation of payment is necessary in the following cases, since an application for payment is required for all such cases:

1. Farms on which a person is eligible for a share of the payment, or who has been furnished conservation material and who also is entitled to a share of the crops or proceeds thereof for which payment or deduction may be computed on any other farm in the county.

2. Any farm furnished conservation material and on which a program deduction has been incurred, such as for excess acreage of any allotment crop, or for failure to maintain practices in 1941 for which payment was made under the previous programs, or for any practice defeating the purpose of the program.

3. Any farm on which the conservation material furnished for use under the 1941 program, including material carried over from 1940, is not properly used.

Furthermore, no computation of payment is necessary to determine eligibility to file an application in the following cases, since an application may not be submitted for such cases unless required by one of the conditions (1, 2 or 3) listed in the preceding paragraph:

4. Any nonallotment farm for which the deduction for material furnished is within $1.00 of the maximum payment for the farm.

5. Any nonallotment farm for which no practices are carried out other than those carried out with the material furnished.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration

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COUNTY PROCEDURE FOR DETERMINATION AND REPORT OF PERFORMANCE

INSTRUCTIONS FOR FARM CHECKERS

(Applicable in Connection with the Use of Form NER-522 in Counties Not Using Aerial Photographs)

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SECTION I. THE FARM VISIT

The assistance of the 1941 operator or his designated representative should be obtained in making the determination of performance on the farm. Only upon specific instruction by the county committee should the farm checker proceed in the determination of performance on a farm without the knowledge and consent of the owner or operator. In case the owner or operator objects to the proposed determination of performance on the farm, a note to that effect, signed and dated by the farm checker, should be made on the report of performance form and turned in to the county office pending further instructions by the county committee.

In checking performance on a farm, the farm checker will walk over the fields and pasture sufficiently to determine for himself the 1941 crops grown and the practices carried out. Each field should be visited, irrespective of whether the acreage of the particular field is to be determined by the farm checker's measurement or by estimate.

SECTION II. DETERMINATION OF ACREAGE

A. Acreages to be measured. The following crops and land uses will be measured, unless a record of accurate measurements previously made is available:

1. Tobacco. The harvested acreage of tobacco on all farms.

2. Potatoes.

   a. Potato allotment farms. The acreage planted to potatoes.

   b. Nonallotment potato farms. The acreage planted to potatoes unless such acreage is obviously less than 3 acres.

   Acreage planted to potatoes means the acreage of land on which potatoes are planted, except (1) when grown in home gardens for use on the farm, and (2) that all or any part of any potato acreage totally destroyed by flood, insects, or any other cause beyond the control of the operator, which is later replaced by other acreage planted to potatoes on the farm, may be considered as not having been planted.

3. Wheat. Measure on all farms for which a wheat allotment has been determined the "acreage planted to wheat" as defined in Bulletin NER-500, except that no remeasurement of the acreage planted to wheat is necessary on farms for which such acreage is identified as the same acreage reported on Form NER-509 for the farm.

   Also measure on all farms the acreage of wheat harvested for grain or for any other purpose after reaching maturity

except that an estimate of harvested acreage will be acceptable for farms on which the "acreage planted to wheat" is determined to be less than the wheat acreage allotment determined for the farm.

4. Commercial vegetables.

a. Commercial vegetable allotment farms. The acreage planted to commercial vegetables.

b. Nonallotment commercial vegetable farms in commercial vegetable counties only. The acreage planted to commercial vegetables, unless such acreage is obviously less than 3 acres.

Acreage planted to commercial vegetables is the acreage planted to commercial vegetables as defined in the NER-515 for the State except that all or any part of any vegetable acreage totally destroyed by flood, freeze, insects, or any other cause beyond the control of the operator, which is later replaced by other acreage planted to vegetables on the farm, may be considered as not having been planted.

5. Soil-building practices. On all farms the acreages on which soil-building practices are carried out will be measured, except:

a. Where it is certain from the evidence presented (such as receipts and sales slips of materials purchased) that the quantity of **materials** applied to a particular field is at least equal to the minimum requirements of the practice on the area in such field as estimated by the farm checker.

b. Where it is evident that without the particular practice in question the total amount earned by practices carried out is equal to, or in excess of, the soil-building allowance for the farm.

B. Acreages to be estimated. A careful estimate shall be made of all other crops and land uses the exact measurement of which is not specifically required in subsection A of this section II. With respect to all acreage estimates, it is required that the farm checker and the farm operator agree on the estimate. If such agreement cannot be reached, the farm checker will measure the acreage in question.

SECTION III. PREPARATION OF REPORT OF PERFORMANCE BY THE FARM CHECKER

A. Content of complete report. A complete report of performance turned in to the county office by the farm checker should consist of the following:

1. A completed NER-522.

2. A sketch map showing all measurements made.

3. A map of the farm where such maps are required.

4. Field notes showing computation of acreages from measurements made and any special data or recommendations relative to determination of performance on each farm.

5. All other material applicable to the farm which was taken from the county office.

B. Entries on NER-522

1. Section I. Persons interested in this farm. The farm checker will verify the entries made in this section by the county office and will make the necessary additions or corrections. This section should carry a record of the names and addresses of all persons interested in the farm and whether they are interested as landlord, tenant or sharecropper.

2. Section II. Division of payment. The farm checker will enter in columns (A), (B), (C), (D), and (E), opposite each person's name, the percentage share of the proceeds (other than a fixed commodity payment) of the corn, tobacco, wheat, potato, and commercial vegetables grown on the farm in 1941 to which each such person in entitled as to the time of harvest. Enter in column (F) a percentage figure representing each person's contribution to the soil-building practices carried out on the farm. The sum of all percentage figures in each column must equal 100.

3. Section III. Location and description of farm. The farm checker will check entries already made in this section by the county office and will make such additional entries or corrections as may be necessary to constitute a complete record and description of all land included in the farm in 1941.

4. Section IV. Other farms in which persons shown in section I have an interest: Column (A). Enter the names of persons whose names appear in section I, column (A), who, as landlord, tenant, or sharecropper, are entitled to share in the proceeds of the crops for which payment or deduction may be computed produced on any other farm or who contributed to the carrying-out of soil-building practices on any other farm.

Column (B). Enter the total number of any other farms in the county on which each such person, as landlord, tenant,

or sharecropper, is entitled to share in the proceeds of the crops for which payment or deduction may be computed, or on which such person contributed to the carrying-out of soil-building practices.

Column (C). Enter the farm serial number, if available, and, if not, the name of the operator or owner of each such other farm within the county. In this connection the farm checker should make it clear to the operator that if he files an application for payment for one farm in the county he must also file application for every other farm in the county on which he is entitled to a share in the proceeds of the crops for which payment or deduction may be computed.

Column (D). Enter the total number of other farms in other counties within this same State in which the person whose name appears in section I, column (A), as landlord, tenant, or sharecropper is entitled to share in the proceeds of the crops for which payment or deduction may be computed or on which such person contributed to the carrying-out of soil-building practices.

Column (E). Enter the names of the other counties in this same State in which such other farms as are entered in column (D) are located.

Column (F). Enter the number of farms located in other States with respect to which any person, shown in section I, column (A), as landlord, tenant, or sharecropper, is entitled to share in the proceeds of the crops for which payment or deduction may be computed or on which such person contributed to the carrying-out of soil-building practices.

Column (G). Enter the names of the States and counties in which the other farms referred to in column (F) are located.

5. Section V. Record of materials furnished in lieu of payment. Entries in columns (A), (B), (C), and (D) will have been made by the county office before the NER-522 for the farm is turned over to the farm checker.

Columns (E) and (F). Unless otherwise directed by the county committee, the farm checker will summarize and enter in column (E) the total amount of each kind of material applied. If the total amount recorded in section X as having been applied is more than the amount shown in column (D) to have been furnished, make a further check to determine which entry is incorrect. If the total amount applied is less than the amount shown in column (D) to have been furnished, the farm checker will make a notation in section IX explaining

the failure of the farmer to apply all of the material furnished. No entries should be made by the farm checker in column (F).

6. Section VI. Yield data. For all farms on which wheat, tobacco, potatoes, or corn in corn allotment counties, is grown, production data will be entered in this section by the farm checker. Enter in column (B) the most recent year for which production figures are known. Enter in column (C) the total production of each crop. This production figure should, as far as possible, be based on some actual record kept by the farmer, such as thresher's receipts, sales receipts, book records, etc. Where no such records are available, the figure should be the farmer's estimate and labeled as an estimate.

7. Section VII. Certifications. After the farm checker has completed all other sections of the report of performance, he will either read to or have the farm operator or his designated representative read the certification. The producer or his representative will sign the certification in the space provided, for first inspection, or for second or final inspection, as the case may be.

The farm checker will then complete his certification in section VII by dating and affixing his signature in the spaces provided, for first inspection, or for second or final inspection, as the case may be.

The completed report of performance should then be forwarded to the county office, together with all other material constituting a complete report of performance as listed in subsection A of section III hereof.

8. Section VIII. Record of materials purchased. Entries will be made in this section in accordance with instructions issued by the State office.

9. Section IX. Remarks and other farm data. This section may be used by the farm checker to report any unusual circumstances not otherwise provided for in the report of performance, such as:

   a. A report that certain fields should be re-inspected after additional practices have been completed that would affect the payment for the farm in 1941; or that changes will be made in crops planted or land use that would affect performance on the farm for 1941.

   b. Evidence that failure to plant 80 percent of any allotment crop was due to flood, hail, or drought, or, in the case of tobacco, to plant-bed disease.

c. A report as to whether any changes were made in cropping operations, leasing agreements, or any other scheme or device is being employed by any person, the effect of which is to deprive another of part or all of a payment to which he normally would be entitled. Any such changes should be noted and fully explained.

d. A notation as to any practice, scheme, or device adopted by any person sharing in the payment for the farm which may be determined to offset in whole or in part other performance rendered under the program.

e. Livestock. There should also be entered in this section, in the columns headed "Livestock," the number of each kind of livestock on the farm. The number of each kind of livestock shown should be the number on the farm at the time performance is checked. In this connection, a "dairy cow" is interpreted as meaning any cow which has been milked at any time during the year 1941. "Dairy young stock" is interpreted as meaning any dairy cattle under milking age. Show on the line labeled "Poultry" the number of laying hens on the farm. On the line labeled "Sheep" show only the number of mature females and do not include lambs for market in 1941. In regard to horses, hogs, and beef cattle, show the entire number on the farm.

10. Section X. "1941 Use of land and soil-building practices carried out." All acreage figures entered in columns (A) and (C) as indicated below refer to field acreages (either fields with permanent boundaries or subdivisions thereof), as contrasted with acreage figures entered in column (E), which represent crop acreages. Such crop acreages in column (E), plus any idle land as entered in column (F), must equal the entry in column (C) or column (A), as the case may be.

a. Column (A). "Estimated acres." The farm checker will enter in this column the estimated acreage of each field or field subdivision, the acreage of which is not actually measured.

b. Column (B). "Field letter." Enter on lines 1 to 19 the field letters (A, B, C, D, or A-1, A-2, A-3, etc.), as assigned to fields on the map of the farm.

c. Column (C). "Measured acres." The farm checker will enter in this column the measured acreage of each field or field subdivision which is actually measured by the farm checker, including fields required to be measured in accordance with section II, subsection A, above. The sum of columns (A) and (C) on line 20 will represent the total acreage of cropland on the farm in 1941 as determined by the farm checker.

d. Column (D). "Use of land."

(1) Description of crops. Enter the actual 1941 cropland use, including grain seeded in the fall of 1940 for harvest in 1941. In the case of grain crops grown as nurse crops, this fact should be indicated as part of the description of the crop, showing whether the crop was cut for hay or for grain. The entries for potatoes, commercial vegetables in commercial vegetable counties, and wheat on wheat allotment farms will be the planted acreages of such crops, and the entries for other crops, including tobacco on all farms, will be harvested acreages.

In regard to wheat, the farm checker will determine whether any of the acreage of wheat planted on the farm was not harvested. If on any field the acreage of wheat harvested for grain or for any other purpose after reaching maturity is determined to be less than the acreage planted to wheat, the farm checker will make a separate entry in column (D) as follows: "Wt. Harv. _____." In such cases the harvested acreage will either be entered by the farm checker or identified on the farm map in order that the acreage may later be determined in the county office. The harvested acreage may be estimated in cases where the acreage planted is less than the allotment for the farm.

In any event, the information reported by the farm checker should be sufficient to permit a determination of both the planted acreage and harvested acreage on every farm. Unless the harvested acreage is shown by the farm checker to be less than the acreage planted, the acreage shown as planted will also be regarded as the acreage harvested.

Noncommercial orchards which are not interplanted should be reported as such in column (D), while noncommercial orchards which are interplanted should be classified as devoted to the interplanted crop.

(2) Crops interplanted in commercial orchards. An orchard will be considered as interplanted only if interplanted to crops for which a payment or deduction may be computed. Such interplanted crops will be listed in column (D) followed by the notation "Int." The acreage of such crops, however, should in no case be entered in column (C) and included as cropland.

(3) Multiple cropping. In all cases where two or more crops are grown consecutively on the same land, each such crop will be entered separately in column (D), either by using a separate space for each crop or by dividing a single space horizontally, entering the crops, one below the other, in the order in which such crops were planted. If a separate horizontal space is used for each such crop, the farm checker should be particularly careful to show in column (B) the same designating field letter in each space.

(4) Conservation Acreage (applicable in New York, New Jersey, and Pennsylvania only). Since the cropland uses classified as conservation acreage in accordance with Bulletin NER-515 for the State may be counted in meeting the conservation acreage goal for the farm irrespective of other uses made of the land during the program year, the farm checker should be particularly careful to show in column (D) all of such cropland uses. All seedings of perennial legumes and grasses with nurse crops should be shown even though credit is not claimed for the seeding practice.

e. Columns (E) and (F). "Crop acreage" and "Idle." The farm checker will determine, either by measurement or by estimate (in accordance with section II, subsections A and B above), and enter in column (E) the acreage of that portion of the field actually occupied by the crop. The acreage of allotment crops* interplanted in commercial orchards shall be entered in column (E) and circled.

Enter in column (F) the difference between the total area of the field as recorded in column (A) or column (C) and the area actually occupied by the crop as shown in column (E), except that no entry shall be made in column (F) in connection with allotment crops interplanted in commercial orchards. Acreage entries in column (F) shall represent temporary roads, headlands, the area occupied by the trees in interplanted noncommercial orchards, and other small areas not actually occupied by the crop.

If two or more crops are grown consecutively on the same land, the acreage of each such crop will be entered in column (E) opposite the name of the crop. In

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* An allotment crop as used herein means any crop for which a payment or deduction may be computed, including tobacco, potatoes, wheat, and commercial vegetables.

all such cases enter in column (F) only the difference between the acreage of the first planted of such crops and the total area of the field as shown in column (C) or column (A), whichever is applicable. For all except the first planted of such crops make no entry in column (F)

(1) If an allotment crop is followed on the same land by one or more different allotment crops, the actual acreage of each such crop will be entered in column (E) opposite the name of each such crop, and the acreage of all except the first crop will be circled.

(2) If an allotment crop is followed on the same land by the same allotment crop, the acreage of the crop will be counted only once. In this event the acreage to be entered in column (E) is the acreage of whichever of such crops is the larger.

(3) If an allotment crop is preceded by or is followed on the same land by a nonallotment crop, the acreage to be entered in column (E) will be the acreage determined for the allotment crop.

(4) If a nonallotment crop is followed on the same land by the same or by a different nonallotment crop, the acreage to be entered in column (E) will be the acreage of the first of such crops to reach maturity. If neither of such crops reaches maturity, the entry in column (E) will be the acreage of the first planted of such crops.

f. Totals of columns (E) and (F). There will be entered on line 20 in column (E) the total of uncircled entries in column (E), lines 1 to 19, inclusive. There will also be entered as a separate entry and circled on line 20 in column (E) the total of circled entries in column (E), lines 1 to 19, inclusive. Enter on line 20 in column (F) the sum of the entries in column (F) on lines 1 to 19, inclusive.

The total of uncircled entries in column (E), plus the total of the entries in column (F), as recorded on line 20 must in all cases be the same as the acreage of total cropland on the farm, represented by the sum of the entries on line 20, columns (A) and (C). The total circled entry on line 20 of column (E) should be the same as the sum of circled entries for all fields in column (E) and represents the acreage of allotment crops grown following other allotment crops on the same land and the acreage of allotment crops interplanted in commercial orchards.

g. Line 21 "Commercial orchard." The total acreage of commercial orchards, regardless of whether the orchard is interplanted or not, will be entered on line 21, column (A), if estimated, and on line 21, column (C), if actually measured. That portion of the orchard which is interplanted should not be subtracted from the total area of the orchard and classified as cropland.

h. Lines 22, 23, 24, and 25.

Column (A). Entries previously made for these items in column (A) by the county office will be verified by the farm checker and corrected, if necessary, to reflect changes, if any, which have occurred since the previous determination. Such corrections will be made by drawing a line through the original entry (leaving it legible) and entering the correct entry just above. For farms on which previous determinations have not been made, enter estimated acreages for each of these items.

Column (B). Enter on line 22 the letters, if any, designating separate tracts of fenced, open, non-crop pasture. No entries are required for items 23, 24, and 25.

Column (C). No entries are required in this column.

i. Line 26, Column (A), "Total land in farm." The entry for this item will be the sum of the entries on line 20, column (A); line 20, column (C); line 21, column (A), or column (C), whichever is applicable; plus the entries in column (A) on lines 22 to 25, inclusive.

j. Report of practices carried out. Practices carried out on a certain field can in most instances be so listed that the field letter appearing in column (B) will also serve to indicate the field upon which the practice was carried out. In instances where more than one practice was carried out on a given field, enter each practice in a separate space in column (H) and use a bracket to indicate that all such practices were carried out on the same field. Field letters may be entered if desired at the left-hand margin of column (H).

k. Column (G). "Practice No." Enter the number of the practice listed in State Bulletin NER-515 which identifies the practice described in column (H). Enter conservation material practice numbers only for those

practices carried out with materials furnished for use under the 1941 program and not for practices carried out with material furnished for use in 1940 and carried over to 1941.

l. Column (H) "Description of practice and materials used." Enter a description of the approved practices carried out on each field. In the case of practices involving the application of lime, fertilizer, or grass seeding materials, the description of practices should show the kind, analysis, and total amount of materials applied and also the name of the crop in connection with which such application was made. "Brand" names of lime or other materials may be used if such brand name sufficiently identifies the material and analysis.

For example, if a complete fertilizer is used on a seeding with a nurse crop harvested for grain, the description should read: "6,000 lbs. of 3-12-6 with oats for grain seeded with clover or timothy."

Where superphosphate is used in connection with legume seedings made with grain for a nurse crop, it should be clearly indicated in column (H) or in column (D) whether the nurse crop was harvested for hay or for grain. In recording all material used to carry out a practice, sufficient information should be given to permit the county and State offices to determine whether the practice was carried out in accordance with the specifications for the practice as contained in NER-515 for the State.

m. Column (I). "Conservation material." If all of the materials shown in column (H) were furnished for use under the 1940 program but were not so used and were carried over for use under the 1941 program, enter a check (√) mark in column (I). If only a portion of the materials shown in column (H) was furnished for use under the 1940 program but was not so used and was carried over for use under the 1941 program, a notation will be made in column (H) showing the amount which was furnished in 1940 and carried over. Make no entries in column (I) in connection with material furnished for use under the 1941 program.

n. Column (J) "Acres." Enter the number of acres on which the practice was carried out. For example, if lime was applied to permanent pasture land, there would be

entered in column (J) the number of acres of pasture on which the lime was applied. Such acreages will be measured or estimated in accordance with section II, subsections A and B above.

o. Columns (K) and (L) "Units earned" and "Amount earned." For purposes of advising the farmer of the approximate unearned balance, if any, of his soil-building allowance, the number of units of each practice and the amount earned may, unless otherwise instructed by the county committee, be entered in columns (K) and (L). If this is done, however, the farm checker should be particularly careful to inform the farmer that the figures are only tentative and subject to the approval of the county committee.

C. Reporting soil-building practices.

1. Special evidence. Any evidence required by supplementary instructions issued by the State office or the county office in connection with soil-building practices will be obtained by the farm checker and turned in as part of his report of performance.

2. Prior approval. With respect to practices to be carried out only after prior approval of the county committee, the farm checker will make a special determination and report as to whether the practices have been carried out in accordance with specifications contained in such prior approval.

3. Materials furnished by State or Federal agency. In cases where all or a part of the labor or materials used in carrying out any practice is furnished by a State or Federal agency other than the Agricultural Adjustment Administration, such practice will be listed in section X of NER-522, and the farm checker will indicate in column (H) the amount of such labor or materials so furnished.

If one-half or more of the total cost of carrying out any practice is represented by labor or materials furnished by any State or Federal agency other than the Agricultural Adjustment Administration, no credit for such practice will be allowed. If less than one-half of the total cost of carrying out any practice is represented by labor or materials furnished by any State or Federal agency other than the Agricultural Adjustment Administration, one-half of the credit otherwise earned will be allowed.

In making determinations as to the amount of credit to be allowed in such cases, the units of any particular practice carried out, the cost of which is paid in whole or in part by a State or Federal agency other than the Agricultural Adjustment Administration by furnishing labor or materials, should be lumped together in determining whether the practice is eligible for one-half credit or for no credit. All other units of the same practice carried out on the farm, without the assistance of a State or Federal agency other than the Agricultural Adjustment Administration, should be figured as a separate group and be considered eligible for full payment.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration

NER-530-B Issued May 23, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Northeast Division

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COUNTY PROCEDURE FOR DETERMINATION AND REPORT OF PERFORMANCE

INSTRUCTIONS FOR FARM CHECKERS

(Applicable only in Connection with the Use of Form NER-523)

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SECTION I. THE FARM VISIT

The assistance of the 1941 operator or his designated representative should be obtained in making the determination of performance on the farm. Only upon specific instruction by the county committee should the farm checker proceed in the determination of performance on a farm without the knowledge and consent of the owner or operator. In case the owner or operator objects to the proposed determination of performance on the farm, a note to that effect, signed and dated by the farm checker, should be made on the report of performance form and turned in to the county office pending further instructions by the county committee.

In checking performance on a farm, the farm checker will walk over the fields and pasture sufficiently to determine for himself the 1941 crops grown and the practices carried out. Each field should be visited, irrespective of whether the acreage of the particular field is to be determined by the farm checker's measurement or by estimate.

SECTION II. DETERMINATION OF ACREAGE

A. Acreages to be Measured. The following crops and land uses shall be measured unless a record of accurate measurements previously made is available.

1. Allotment Crops. Since these instructions are applicable only in connection with the use of Form NER-523 for checking performance on nonallotment farms, the accurate measurement of all allotment crops is required only in cases where it is not obvious that the 1941 acreage of the crop is less than the permitted acreage for the crop.

2. Soil-building practices. On all farms the acreages on which soil-building practices are carried out will be measured, except:

   a. Where it is certain from the evidence presented (such as receipts and sales slips of materials purchased) that the quantity of materials applied to a particular field is at least equal to the minimum requirements of the practice on the area in such field as estimated by the farm checker.

   b. Where it is evident that without the practice in question the total amount earned by practices carried out is equal to, or in excess of, the soil-building allowance for the farm.

B. Acreages to be Estimated. A careful estimate shall be made of all other crops and land uses the exact measurement of which is not specifically required in subsection A of this Section II. With respect to all acreage estimates, it is required that the farm checker and the farm operator agree on the estimate. If such agreement cannot be reached, the farm checker will measure the acreage in question.

SECTION III. PREPARATION OF REPORT OF PERFORMANCE BY THE FARM CHECKER

A. Content of complete report. A complete report of performance turned in to the county office by the farm checker should consist of the following:

1. A completed NER-523.

2. A sketch map showing all measurements made.

3. A map of the farm where such maps are required.

4. Field notes showing computation of acreages from measurements made and any special data or recommendations relative to determination of performance on each farm.

5. All other material applicable to the farm which was taken from the county office.

B. Entries on NER-523.

1. Section I, "Persons interested in this farm." The farm checker will verify the entries made by the county office in Columns (B), (C), and (D) of this section and will make the necessary additions or corrections. This section should carry a record of the names, addresses, and relationship to the farm of all persons interested in the farm as landlord, tenant, or sharecropper. Enter also in Column (A) a percentage figure representing each person's contribution to soil-building practices carried out on the farm. The sum of such percentage figures in this column must equal 100.

   If crops are grown on the farm for which a deduction may be computed, the farm checker will also enter in the margin of this section the percentage share of each person in the proceeds of such crops.

2. Section II, "Other farms in which persons shown in Section I have an interest."

   Column (A), "Names of persons shown in Section I." Enter the names of persons whose names appear in Section I, Column (B), who, as landlord, tenant, or sharecropper, are entitled to share in the proceeds of the crops for which payment or deduction may be computed produced on any other farm, or who contributed to the carrying-out of soil-building practices on any other farm.

   Column (B), "In this county." Enter the farm serial number if available, and, if not, the name of the operator

or owner of such other farms in the county. In this connection the farm checker should make it clear to the farmer that if he files an application for payment for one farm in the county it is required that he also file applications for payment on all other farms in the county in which he has an interest in the proceeds of the crops for which payment or deduction may be computed.

Column (C), "In other counties." Enter in Column (C) the names of other counties in the same State in which are located farms on which any person whose name appears in Column (A), and, as landlord, tenant, or sharecropper, is entitled to share in the proceeds of the crops for which payment or deduction may be computed, or on which any such person contributed to the carrying-out of soil-building practices.

Column (D), "In other States." Enter in Column (D) the names of other counties and States in which are located farms with respect to which any person whose name is recorded in Column (A), as landlord, tenant, or sharecropper, is entitled to share in the proceeds of the crops for which payment or deduction may be computed or who contributed to the carrying-out of soil-building practices.

3. Section III, "Location and description of farm." The farm checker will check entries already made in this section by the county office and will make such additional entries or corrections as may be necessary to constitute a complete record and description of all land included in the farm in 1941.

4. Section IV, "Conservation Materials furnished". Entries in Columns (A), (B), (C), and (D) will have been made by the county office before the NER-523 for the farm is turned over to the farm checker.

Columns (E) and (F). Unless otherwise directed by the county committee, the farm checker will summarize and enter in column (E) the total amount of each kind of material applied. If the total amount recorded in Section VIII as having been applied is more than the amount shown in Column (D) to have been furnished, make a further check to determine which entry is incorrect. If the total amount applied is less than the amount shown in Column (D) to have been furnished, the farm checker will make a notation in Section V explaining the failure of the farmer to apply all of the material furnished. No entries should be made by the farm checker in Column (F).

5. Section V, "Remarks and other farm data." There should be recorded in this section by the farm checker all pertinent information not reported elsewhere, such as a report that certain fields should be reinspected after additional practices have been completed that would affect the payment for the farm; or that changes will be made in crops planted or land use that will affect performance on the farm in 1941.

Livestock. There should also be entered in this section, in the columns headed "Livestock", the number of each kind of livestock on the farm. The number of each kind of livestock shown should be the number on the farm at the time performance is checked. In this connection, a "dairy cow" is interpreted as meaning any cow which has been milked at any time during the year 1941. "Dairy young stock" is interpreted as meaning any dairy cattle under milking age. Show on the line labeled "Poultry" the number of laying hens on the farm. On the line labeled "Sheep", show only the number of mature females and do not include lambs for market in 1941. In regard to horses, hogs, and beef cattle, show the entire number on the farm.

This section may also be used for recording any special farm data which may be specifically requested by the State office.

6. Section VI, "Certifications by Farm Operator and Farm Checker." After the farm checker has completed all other sections of the report of performance, he will either read to or have the farm operator or his representative read the certification in Section VI.

The certification should then be signed by the operator or other person who, representing the operator, assisted the farm checker in determining performance on the farm. The report should also be properly dated and signed by the farm checker.

7. Section VII, "Utilization of land." Enter in Column (A) of this section, in addition to those printed, a record of 1941 crops and land uses on the farm. Enter in Column (B) the 1941 acreages as determined by the farm checker of all 1941 crops and land uses. In the case of grain crops grown as nurse crops, this fact should be indicated, together with a notation as to whether the crop was harvested for hay or for grain. In the case of crops for which a deduction may be computed and interplanted in commercial orchards, indicate this fact by the notation "Int." following the name of the crop. Enter noncommercial orchard on one of the lines 13 to 17. Circle any acreages of legumes and grasses seeded with or following a harvested crop in 1941, and circle any

acreage of green manure crops grown on the same land as other crops which are harvested. Acreages shown for potatoes and commercial vegetables should be planted acreages and for other crops harvested acreages.

Line 19, "Commercial orchard." Enter the total area of the orchard on line 19 in Column (B), regardless of whether the orchard is interplanted or not. That portion of the orchard which is interplanted will not be subtracted from the total area of the orchard and classified as cropland.

Line 20, "Fenced, open, noncrop pasture." Enter on this line in Column (B) the acreage of fenced, open, noncrop pasture found on the farm in 1941 which will carry at least 1 animal unit for each 5 acres.

Line 21, "Woodland pastured." Enter on this line in Column (B) the acreage of all other pasture land not included in the entry on line 20.

Line 22, "Woodland not pastured." Enter on this line in Column (B) the total woodland acreage not included in the entry on line 21.

Line 23, "Other land." Enter here the acreage of any other land on the farm not classified as cropland, woodland, or pasture.

Line 24, "Total land in farm." Enter here the total of the entries on lines 18 to 23, inclusive.

8. Section VIII, "Soil-building practices carried out."

Column (A), "Practice number." Enter in this column for each practice carried out on the farm the number of the practice as identified in bulletin NER-514 for the State. Enter conservation material practice numbers only for those practices carried out with materials furnished for use under the 1941 program and not for practices carried out with materials furnished for use in 1940 and carried over to 1941.

Columns (B) and (C), "Description of practices" and "Material applied." Record in Column (B) the crop in connection with which the practice is carried out, and in Column (C) the kind, analysis, and amount of materials applied. In the case of practices involving the application of lime, fertilizer, or grass seeding materials, the description of practices should show the kind, analysis, and total amount of material applied and also the name of the crop in connection with which such application was made. "Brand" names

of lime or other materials may be used if such brand-names sufficiently identify the material and analysis.

For example, if a complete fertilizer is used on a seeding with a nurse crop harvested for grain, the description might read: "6,000 lbs. of 3-12-6 with oats for grain seeded with clover and timothy."

Where superphosphate is used in connection with legume seedings made with grain for a nurse crop, it should be clearly indicated in Column (B) whether the nurse crop was harvested for hay or for grain.

In recording the description of a practice and materials used to carry out the practice, sufficient information should be shown in all cases to permit the county and State offices to determine whether the practice was carried out in accordance with the specifications for the practice as contained in NER-514 for the State.

Column (D), "Conservation Materials." If all of the material shown in Column (C) was furnished for use under the 1940 program but was not so used and was carried over for use under the 1941 program, enter a check (√) mark in Column (D). If only a portion of the material shown in Column (C) was furnished for use under the 1940 program but was not so used and was carried over for use under the 1941 program, a notation will be made in Column (C) showing the amount which was furnished in 1940 and carried over. Make no entries in Column (D) in connection with material furnished for use under the 1941 program.

Column (E), "Acres." Enter in this column for each practice the number of acres on which the practice was carried out. Make determination of such acreage figures by measurement or estimate in accordance with Section II, subsections A and B, of these instructions.

Columns (F) and (G), "Units earned" and "Amount earned." For the purpose of determining whether or not the soil-building allowance for the farm has been earned, the amount earned for each and all practices may be recorded in these columns by the farm checker. However, if this is done, the farm checker should be particularly careful to inform the farmer that such a determination is only tentative and is subject to the approval of the county committee.

C. Reporting Soil-Building Practices.

1. Special evidence. Any evidence required by supplementary instructions issued by the State office or the county office

in connection with soil-building practices will be obtained by the farm checker and turned in as part of his report of performance.

2. Prior approval. With respect to practices to be carried out only after prior approval of the county committee, the farm checker will make a special determination and report as to whether the practices have been carried out in accordance with specifications contained in such prior approval.

3. Materials furnished by State or Federal Agency. In cases where all or a part of the labor or materials used in carrying out any practice is furnished by a State of Federal agency other than the Agricultural Adjustment Administration, such practice will be listed in Section VIII of NER-523, and the farm checker will indicate in Column (C) the amount of such labor or materials so furnished.

If one-half or more of the total cost of carrying out any practice is represented by labor or materials furnished by any State or Federal agency other than the Agricultural Adjustment Administration, no credit for such practice will be allowed. If less than one-half of the total cost of carrying out any practice is represented by labor or materials furnished by any State or Federal agency other than the Agricultural Adjustment Administration, one-half of the credit otherwise earned will be allowed.

In making determinations as to the amount of credit to be allowed in such cases, the units of any particular practice carried out, the cost of which is paid in whole or part by a State or Federal agency other than the Agricultural Adjustment Administration by furnishing labor or materials, should be lumped together in determining whether the practice is eligible for one-half credit or for no credit. All other units of the same practice carried out on the farm, without the assistance of a State or Federal agency other than the Agricultural Adjustment Administration, should be figured as a separate group and be considered eligible for full payment.

A. W. Manchester

A. W. Manchester,
Director, Northeast Division,
Agricultural Adjustment Administration.

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AGRICULTURAL ECONOMICS
U.S. DEPARTMENT OF AGRICULTURE

NER-531 Issued February 17, 1941.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Northeast Division

Instructions For Preparation of Form ACP-120 "Application For 1941 Parity Payment"

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INSTRUCTIONS FOR PREPARATION OF FORM ACP-120
"APPLICATION FOR 1941 PARITY PAYMENT"

SECTION I. ELIGIBILITY FOR PAYMENT

A. Persons Eligible to File Application

Application for a parity payment with respect to wheat may be made on Form ACP-120, "Application for 1941 Parity Payment" (hereinafter referred to as Form ACP-120), by any person who has an interest as landlord, tenant, or sharecropper in a farm (1) for which a 1941 acreage allotment has been determined for the commodity; (2) on which the acreage planted to such commodity for harvest in 1941 is not in excess of such acreage allotment; (3) which is being operated in 1941; and (4) on which the county committee finds that the sum of the 1941 acreage of tobacco, wheat, and corn does not exceed the sum of the 1941 acreage allotments or permitted acreages determined for these crops for the farm. Corn acreage will be taken into consideration in determining eligibility only in counties designated as commercial corn counties. Application for a parity payment in respect to wheat may be made prior to the determination of the 1941 acreage of tobacco and corn, in which case the applicant shall agree to refund the payment if full performance is not rendered under (4) above.

A farm will be considered to be operated in 1941 if it is tilled. A farm will be deemed to be tilled only if an acreage equal to at least one-half the sum of the 1941 wheat, corn, tobacco, potato, and commercial vegetable allotments established for the farm is devoted to one or more of the following uses:

1. Seeded to a crop in 1941.

2. A crop other than biennial or perennial hay is harvested in 1941.

3. Green manure crops are plowed or disked under in 1941.

4. The State Committee finds that operation 1, 2, or 3, above was not carried out because of conditions beyond control of the operator, or if, upon recommendation of the State Committee, the Regional Director finds that the farm is actually operated in 1941.

B. Overplanting on Other Farms

The parity payment which would otherwise be made to a person under the provisions of paragraph A above shall be withheld, or required to be refunded, (1) if the county committee determines that the sum of

such person's shares of the 1941 acreage of wheat, tobacco, and corn on other farms in the county in which the person has an interest exceeds the sum of his shares of the 1941 acreage allotments or permitted acreages determined for such crops on such farms, (2) if the State Committee finds that the sum of such person's shares of the 1941 acreage of wheat, tobacco, corn, cotton, and rice on all farms in which he has an interest wherever situated, exceeds the sum of his shares of the 1941 allotments or permitted acreages determined for these crops for such other farms.

The sum of a person's shares of the 1941 acreage of wheat, tobacco, and corn (in commercial corn counties) on farms in which such person has an interest will be the total of the following acreages determined by the county committee to be such person's share of:

1. The acreage planted to wheat on wheat allotment farms.

2. The acreage of wheat harvested on non-wheat allotment farms.

3. The acreage of tobacco harvested.

4. The acreage planted to corn (in commercial corn counties).

The sum of a person's shares of the 1941 wheat, tobacco, and corn allotments or permitted acreages on farms in which such person has an interest will be the total of the following items determined by the county committee to be such person's share of:

1. The 1941 wheat acreage allotments determined for wheat allotment farms.

2. The smaller of the 1941 acreage of wheat harvested or the 1941 usual wheat acreage determined for non-wheat allotment farms.

3. The 1941 tobacco acreage allotments determined for such farms.

4. The 1941 corn acreage allotments determined for corn allotment farms.

5. The smaller of the 1941 acreage planted to corn or the 1941 usual corn acreage determined for non-corn allotment farms.

"1941 acreage of wheat," as used herein, refers to the acres determined to be (1) acres planted to wheat for all purposes on wheat allotment farms, and (2) the acres harvested for grain or any other purpose after reaching maturity on non-wheat allotment farms.

"1941 acreage of tobacco," as used herein, refers to the acres of tobacco determined to be harvested on the farm in 1941.

"1941 acreage of corn," as used herein, refers to the acres determined to be planted to corn on the farm in 1941.

SECTION II. LAND TO BE INCLUDED UNDER A SINGLE APPLICATION

A single application for a 1941 parity payment shall cover neither more nor less than a farm as defined for the purpose of the 1941 Agricultural Conservation Program. Land considered as one farm for the purpose of obtaining a 1941 parity payment will be the same land as that which is included in a farm under the 1941 Agricultural Conservation Program.

SECTION III. DETERMINATION OF 1941 ACREAGES

The 1941 acreage planted to wheat on wheat allotment farms will be the acreage as certified to by the farm operator on NER-509 and determined according to the instructions contained in NER-508. The 1941 acreage of wheat on non-wheat allotment farms and the 1941 acreage of corn and tobacco will be determined in accordance with instructions issued by the Northeast Region of the Agricultural Adjustment Administration for determining compliance with the provisions of the 1941 Agricultural Conservation Program.

SECTION IV. GENERAL PROVISIONS RELATING TO PAYMENTS

A. Payments Restricted to Effectuation of Purposes of the Program.

All or any part of any payment which would otherwise be made to any person under these regulations may be withheld or required to be refunded if the county committee finds he has adopted any practice which the Secretary determines tends to defeat any of the purposes for which parity payments are made.

Practices which tend to defeat the purposes of the 1941 Program and the amount of the payment which shall be withheld or required to be refunded in each case shall include, but shall not be limited to, the following cases:

Practice	Amount to be withheld or refunded
(1) A landlord or operator, including the landlord of a cash or standing or fixed rent tenant, either by oral or written lease or by an oral or written agreement supplementary to such lease, requires by coercion or induces by subterfuge his tenant or sharecropper to agree to pay such	The entire payment which has been or otherwise would be made to such landlord or operator with respect to the farm.

	landlord or operator all or a portion of any Government payment which the tenant or sharecropper has received or is to receive for participating in the 1941 program.	
(2)	A landlord or operator requires that his tenant or sharecropper pay, in addition to the customary rental, a sum of money or any thing or service of value equivalent to all or a portion of the Government payment which may be, is being, or has been earned by the tenant or sharecropper.	The entire payment which has been or otherwise would be made to the landlord or operator with respect to the farm.
(3)	A landlord or operator knowingly omits the name of one or more of his landlords, tenants, or sharecroppers on an application for payment form or other official document required to be filed in connection with the 1941 program, or knowingly shows incorrectly his or their acreage shares of a crop, or otherwise falsifies the record required therein to be submitted in respect to a particular farm, thereby intentionally depriving or attempting to deprive one or more landlords, tenants, or sharecroppers of payments to which they are entitled.	The entire payment which has been or otherwise would be made to such landlord or operator with respect to the farm.
(4)	A person complies with the provisions of the program on a farm or farms operated by him as an individual, but substantially offsets such performance by the farming operations of a partnership, association, estate, corporation, trust, or other business enterprise in which he has a financial interest and the policies of which he is in a position to control.	All the payments which have been or otherwise would be made to a person who adopts such practice.

(5)	A partnership, association, estate, corporation, trust, or other business enterprise (in which a particular person is interested) carried on its operations so as to qualify for payment, but one of the persons who is in position to control the operations or policies of such partnership, association, estate, corporation, trust, or other business enterprise substantially offsets such performance by such person's individual operations.	Such person's payments shall be forfeited and the payments to the partnership, association, estate, corporation, trust, or other business enterprise shall be reduced by the amount which the State committee finds or estimates is commensurate with his interest in such enterprise.
(6)	A person rents land for cash, standing, or fixed rent to another person who he knows or has good reason to believe will offset such person's performance by substantially overplanting the acreage allotment for the farm which includes such rented land.	The entire payment which has been or would otherwise be made to such person in the event no payment would be made if the person were entitled to receive all the crops produced on the rented land.
(7)	A person participates in the production of a crop on a farm other than a farm in which he admits having an interest. (A person shall be considered to be participating in the production of a crop if the committee finds that he furnished machinery, or workstock, or financial assistance for the production of such crop and that he has a financial interest in such crop.)	The entire payment which has been or would otherwise be made to such person in the event no payment would be made if the person were entitled to receive that part of the crops produced on such farm which the committee determines was such person's interest in the crops produced.
(8)	A tenant in settling his obligations under a rental contract or agreement, or a contract or an agreement supplemental or collateral thereto, pays or renders cash, standing rent, or fixed rent, or a share of the crop, or any service or thing of value aggregating in value, in excess of the rental customarily paid in the community for similar land and use, thereby diverting to the landlord the whole or any part of any Government payment which the tenant is entitled to receive. The application of this rule shall be subject to the approval of the Regional Director.	The whole of any payment with respect to the farm which has been or otherwise would be made to such tenant. There shall be withheld from or required to be refunded by the landlord the whole of the payment with respect to all of his farms under the program involved: Provided, however, where a tenant is renting for a share of the crop only and the tenant's share is 60 per cent or less, only the landlord's payments shall be withheld or recovered.

(9) - A landlord or operator forces or causes, by coercion, subterfuge, or in any manner whatsoever, a tenant or sharecropper to abandon a crop prior to harvest for the purpose of obtaining the share of the payment that would otherwise be made to the tenant or sharecropper with respect to such crop. The entire payment which has been or would otherwise be made to such landlord or operator with respect to the farm.

All determinations in connection with these practices shall be made by the county committee, with the approval of the State committee, or by the State committee.

If the State committee finds that any person who files an application for payment has employed any other scheme or device (including coercion, fraud, or misrepresentation), the effect of which would be or has been to deprive any other person of any payment under these regulations to which such person would normally be entitled, the Secretary may withhold, in whole or in part, from the person participating in or employing such a scheme or device, or require such person to refund, in whole or in part, the amount of any payment which has been or would otherwise be made to such person in connection with the Program.

B. Payments Made Without Regard to Claims.

Any payment or share of payment shall be made without regard to questions of title under State law, without deduction of assignments or claims for advances (except advances for crop insurance premiums for the farm and indebtedness to the United States subject to setoff under orders issued by the Secretary), and without regard to any claim or lien against any crop or proceeds thereof in favor of the owner or any other creditor.

C. Changes in Leasing and Cropping Agreements, Reduction in Number of Tenants, and Other Devices.

If on any farm in 1941 any change in the arrangements which existed on the farm in 1940 is made between the landlord or operator and the tenants or sharecroppers and such change would cause the landlord or operator to receive a greater proportion of the payments than he would otherwise receive, payments to the landlord or operator shall not be greater than the amount he would have received if the arrangements which existed on the farm in 1940 had been continued in 1941, unless the county committee certifies that the change is justified and approves such change.

If on any farm the number of sharecroppers or share tenants in 1941 is less than the average number on the farm during the three years 1938 to 1940, inclusive, and such reduction would increase the payments that would otherwise be made to the landlord or operator, such payments shall not be greater than the amount that would otherwise be paid, unless the county committee certifies that the reduction is justified and approves such reduction.

In applying the first limitation, the county committee must determine whether the landlord or operator would receive a larger proportionate share of any crop in 1941 than in 1940. In applying the second limitation, the county committee must determine whether the landlord or operator would receive a larger proportionate share of the payment for any crop than the average of such proportionate shares for 1938, 1939, and 1940. If for any case both limitations would be applicable, the county committee shall apply the limitation which would result in the lower payment to the landlord or operator.

In order for the county committee to determine whether the above limitations of payment should be applied, a Form ACP-119, "Number of Tenants and Sharecroppers and Proportionate Shares," will be prepared for each farm as it is constituted in 1941 on which there were a landlord and one or more tenants or sharecroppers during any of the years 1938, 1939, and 1940, except that this form will not be prepared in the following cases:

(1) Where neither the landlord nor operator is receiving in 1941 a larger proportionate share of any soil-depleting crop for which a payment is computed than is customary under share leases in the community; or

(2) the county committee determines on the basis of its own personal knowledge or information obtained from the respective community committee or other persons whom it knows to be reliable that no changes have been made between the years 1938, 1939, and 1940 and 1941 which would have the effect of increasing the payment to the landlord or operator or such changes, if any, are so minor that the county committee would, in any event, consider them as being justified.

A copy of Form ACP-119 will, in all cases for which it is prepared, be transmitted with the application for payment to the State Office in order that the certification of the county committee that the reduction in the number of tenants or sharecroppers or the change in leasing or operating agreement is either justified or not justified may be concurred in by the State Committee. These forms will, however, be retained in the State Office and not transmitted with the application for payment to Washington.

Where the county committee does not find that the change or reduction is justified, it shall so certify on the application for payment and the application for payment shall be so prepared that the landlord or operator will receive only that proportionate share of the payment which he would have received had the change or reduction not been made. Where the county committee finds that the change or reduction is justified, payment to the landlord or operator will be made in the regular manner.

D. Deductions For Association Expenses.

No part of the parity payment computed for any farm shall be deducted for county association expenses incurred or to be incurred in connection with the 1941 parity payments.

SECTION V. DETERMINATION OF COMPLIANCE IN RESPECT TO THE OVERPLANTING OF TOBACCO, WHEAT, AND CORN

Prior to the transmittal of applications for 1941 Agricultural Conservation Program payments for farmers who have received or made application for 1941 parity payments, the following determinations will be made by the county office.

(1) Determine from the 1941 Report of Performance for each person who has made application for a 1941 parity payment whether the sum of his shares of the 1941 acreage of tobacco, wheat, and corn on the farm exceeds the sum of his shares of the 1941 acreage allotment or permitted acreages determined for these crops for the farm.

(2) Determine for any person who has made application for a 1941 parity payment whether the sum of such person's shares of the 1941 acreage of tobacco, wheat, and corn on all farms in the county in which he has an interest exceeds the sum of his shares of the 1941 acreage allotments or permitted acreages determined for such crops on all such farms.

If, in accordance with item (1) above, it is determined that the sum of the applicant's shares of the 1941 acreages of tobacco, wheat, and corn exceeds the sum of his shares of the 1941 acreage allotments for such crops on the farm for which an application for parity payment has been made, or if it is determined, in accordance with item (2) above, that the sum of the applicant's shares of the 1941 acreage of wheat, tobacco, and corn on all the farms in the county in which the applicant has an interest exceeds the sum of his shares in the 1941 acreage allotments or permitted acreages for such crops on such farms, a supplemental parity payment application, Form ACP-120, will be prepared for each applicant. The data shown on such supplemental application should be the same as that shown on the original application unless it has since been determined to be incorrect. Such supplemental application should also carry one of the following certifications by the county committee in Section III.

(1) "Payment refund due -- Acreages of wheat, tobacco, and corn on this farm exceeds allotment or permitted acres," or

(2) "Payment refund due -- Applicant's shares of the acreages of wheat, tobacco, and corn on all farms in which the applicant has an interest exceeds applicant's share of the allotments or permitted acreages for such crops." In these cases also enter the notation "Over-planted--other farms" in the "amount" column of Section II, opposite the applicant's name.

The transmittal of such supplemental applications for 1941 parity payment to the State Office will be made at the same time as the 1941 Agricultural Conservation Program application for the same applicants. A notation should be entered on the 1941 Agricultural Conservation Program application(s) for payment showing that a supplemental parity payment application is submitted involving a refund.

SECTION VI. PREPARATION OF FORM ACP-120, "APPLICATION FOR 1941 PARITY PAYMENT"

A. General

1. Applications for wheat parity payments will be made on Form ACP-120. A supplement will be issued to this bulletin indicating the form to be used for applications for 1941 corn parity payments.

2. After a "Report of 1941 Wheat Acreage Planted," MER-509, has been obtained for the farm in accordance with Section III above, a Form ACP-120 will be prepared, with typewriter, in the county office for each farm which the county committee determines to be eligible for a 1941 parity payment in accordance with the provisions set forth in Section I hereof. In counties designated as crop insurance counties, copies of FCI-122-W, verified by the State Office and showing the correct amount of the 1941 crop insurance premiums for all wheat allotment farms, must be on file in the county office prior to the completion of Form ACP-120 for any farm which has applied for 1941 wheat crop insurance.

3. Applications for 1941 parity payments (Form ACP-120) with respect to wheat should be prepared and submitted immediately upon receipt of these instructions for all farms which, in accordance with Section I above, are determined to be eligible to file a Form ACP-120 and for corn parity payments at such time as determination is made in respect to eligibility, but in either case not later than March 31, 1942.

4. The entries to be made by the county office before the application is submitted to the applicant for signature will be confined to those spaces on the form indicated by a dotted horizontal line. All solid horizontal lines are reserved for use in the Washington Office, except as noted in subsection D, paragraph 3, of this section.

5. Each application will be prepared in quadruplicate, including an original white copy and three yellow copies. The original and first copy will be transmitted to the State Office, one copy will be given to the applicant, and one copy will be retained in the county office files.

6. All figures (acreage and percentage) shall be expressed to the nearest tenth; hundredths amounting to five or less shall be dropped; and hundredths amounting to more than five shall be considered as a whole tenth.

7. Any corrections on Form ACP-120 shall be made by drawing a light line through the original entry and entering the correct data immediately above or to the left of the original entry. Any such corrections shall be initialed (in script--not printed) by the committeeman whose signature appears in Section III thereof. If such committeeman is not available to initial the correction, such correction may be initialed by any member of the county committee, provided the committeeman who initials such correction also affixes his signature in Section III above the original signature. It will not be necessary to initial (1) a partial correction in the address in Section II if such address as corrected is listed in the latest U. S. Official Postal Guide (any change in R. F. D. or house numbers should be initialed), or (2) corrections of entries with respect to setoffs in Section II.

B. Entries To Be Made in Heading

Enter the name of the commodity ("Wheat" or "Corn") in respect to which the application for payment is made in the space designated for "(Commodity)." Enter the State and county code and farm serial number in the space provided therefor. Make no entry in the space provided for "Farm number."

C. Entries To Be Made in Section I -- Basic Data

1. Item 1--Acreage Planted. Enter here the total acreage of the commodity determined to be planted on the farm for 1941 in respect to which the application for payment is submitted. For wheat, this will be the total of the entries in column B of NER-509 for the farm.

2. Item 2--1941 Acreage Allotment. Enter here the 1941 acreage allotment established for the farm for the commodity in respect to which the application for payment is submitted. For wheat, this will be the entry in Section I of NER-509 for the farm. For corn, this will be the corn acreage allotment as entered on the final NER-515-B prepared for the farm.

3. Item 3--Normal Yield Per Acre. Enter here the 1941 normal yield per acre established for the farm for the commodity in respect to which the application for payment is submitted. For wheat, this figure should be obtained from column 18 of Listing Sheet NER-513-W, and for corn from column 19 of NED-24.

4. Items 4 and 5. Make no entry. The entries for these items will be computed and entered in Washington.

D. Entries To Be Made in Section II.

1. Names and addresses of producers. Enter here in the spaces provided the names and addresses of all persons and only those persons who are determined to have a share in the proceeds of the crop as of the time of harvest. For wheat, this information should be obtained from Section II (a) and (c) of NER-509, and for corn from NER-522.

2. Share of the payment. Enter in the column headed "Share" in Section II the percentage share of the payment to which each applicant is entitled. For wheat, such percentage shares will be obtained from Section II (e) of NER-509, and for corn from NER-522. The sum of all such percentage shares will equal 100%. Each person shall share in the payment on the same basis as the county committee determines, at the time they approve the application, he is entitled to share as of the time of harvest in the proceeds of the crop of wheat or corn, as the case may be, grown on the farm for harvest in 1941.

Insofar as it is possible, the county committee should determine that each person interested in a portion of the 1941 wheat parity payment is agreed upon the division of payment as entered in this section.

3. Notation for over-planting. In those cases where any of the persons whose names are entered in Section II are determined to be ineligible to receive a partiy payment because of over-planting on any other farms, enter the words "Over-planted other farms" opposite the person's name in the column headed "Amount."

4. Applicant's indebtedness to the United States Government. Enter in the space directly under the applicant's address any debts due the United States Government which appear on the county register of indebtedness, including requests for an advance to pay crop insurance premiums. Enter the agency to which the debt is owed and the amount of the debt. This entry will be made in the following manner:

Signatures, names, and addresses of producers	Share	Amount
Name..... .....Address..... (Signature) ACP-100 - $7.50, FSA-372 - $25.00		$

5. Signatures of applicants. After all data as outlined above have been recorded on the application, the signature of each applicant should be obtained, in the space provided on the same line on which his name appears.

If, for any reason, the signature of a person otherwise

determined by the county committee to be eligible for a share in the payment cannot be obtained, the reason for the failure of such person to sign should be written in the space provided for his signature, and such entry should be initialed by the county committeeman who signs in Section III of the application. Payment may later be made to any such person if, within the time limit for accepting applications, he submits an application (Form ACP-120) properly executed by him and approved by the county committee. The instructions and authorizations for applicant's signature contained in subsection F of Section II, NER-421, are applicable in the preparation of Form ACP-120. The execution of Section III of the application shall constitute a certification on behalf of the county committee that the person who signed the application in a representative or fiduciary capacity possesses the necessary authority to so sign and also that a person whose name has been typed in Section II and whose signature appears in that section is one and the same person.

6. Witnesses. A witness to the signature of an applicant is required only in case the signature of an applicant is printed or made by mark. In such cases, the signature of the witness should be obtained directly below the space provided for the signature of the applicant.

SECTION VII. CERTIFICATE OF COUNTY COMMITTEE

After all the necessary data, including the signatures of the applicants, have been recorded on the application and approved by the county committee, a member of the county committee will sign the "Certificate Of County Committee" in Section III. Enter the date on which the application for payment is received in the county office in the space provided. Before application Form ACP-120 is transmitted to the State Office, each such form should be carefully checked to determine that:

1. All data have been correctly entered.

2. All corrections have been properly initialed.

3. Each interested person has signed Form ACP-120 or there is proper explanation as to why he has not done so.

4. All signatures of interested persons are genuine and are signatures of the same persons whose names are typed or printed on the application.

5. Debts owed the United States Government are correctly entered.

6. A notation has been made in the column headed "Amount"

opposite the name of each applicant who is determined to be ineligible for payment by reason of over-planting in accordance with the provisions of Section I hereof.

SECTION VIII. NOTIFICIATION TO APPLICANTS IN "NO PAYMENT" CASES

All applicants who have filed an application in the county office for a 1941 parity payment for which it is determined no payment can be computed will be notified by the county committee immediately. Such notice should explain the reasons for no payment and inform the applicant that he should notify the county office within 15 days after the date appearing on the notice if he has any reason to question the determination that no payment is due.

A copy of such notice showing the date it was mailed to the applicant should be attached to a copy of the application for filing in the county office.

SECTION IX. TRANSMITTAL OF APPLICATIONS

A. General County Office Instructions.

When transmitting the original and first yellow copy of applications for payment to the State Office, the county office will prepare a transmittal sheet, NER Office Form 77, for each transmittal. It is suggested that, unless otherwise directed by the State Office, no more than 25 applications be listed on one transmittal sheet. The following will be listed on and transmitted with separate transmittal sheets:

1. Original applications.
2. Supplemental applications.
3. Suspended applications.
4. Applications for deceased payees.

B. Preparation of NER-Office Form 77.

The county office will, for each transmittal of applications to the State Office, prepare the entire set (all seven copies) of NER-Office Form 77 by making the following entries:

1. Enter the State and county code numbers and the names of the State and county in the spaces provided in the upper right-hand corner of the form.

2. "Kind of Form." In the space provided enter the phrase "1941 P.P."

3. "Form Nos." In the space provided enter the phrase "ACP-120."

4. "County Transmittal No." Insert here a number for each separate transmittal for payment of the 1941 parity payment applications. Irrespective of whether such applications are originals, supplementals, or suspensions, the transmittals should be numbered in numerical sequence, beginning with No. 1 and continuing until all applications have been transmitted. The date of transmittal to the State Office should be entered in the space provided.

5. Number of Applications Being Transmitted. The number of applications being transmitted in a separate transmittal as indicated by the classifications outlined in subsection A of this section will be shown by a single entry in one of the boxes at the top center of the sheet in accordance with the following:

(a) Show in the first box the number of original applications being transmitted for the first time.

(b) Show in the second box the number of supplemental applications being tansmitted for the first time.

(c) Show in the third box the number of applications being transmitted which were previously submitted to, suspended by, and returned by the State Office.

(d) Show in the fourth box the number of applications being transmitted which were previously submitted to and returned by the Examining Section in Washington. Each such application should have the Washington suspension memorandum (ES-130) attached.

6. Columns headed "Serial No.," "Name of Producer," and "Remarks." Show in these columns for all applications transmitted the serial numbers in numerical sequence of the farms covered by such applications and the names of the applicants, respectively, in the same manner as under previous programs. List for each application the names of all applicants. Names of applicants should be listed in the same manner as on the application; for example, the name Frank A. Jones should be listed "Frank A. Jones," not as "Jones, Frank A." Make no entries in the column headed "Not for Use in Field."

C. Transmittal by the County Offices to the State Office.

After NER-Office Form 77 has been prepared as outlined above, the last (orange) copy labeled "Detach and Forward with Shipment to State Office" will be detached from the remainder of the set and forwarded in the same envelope with the applications to the State Office.

Detach and retain the yellow copy labeled "Retain in County Office". The remaining five copies of the set, including the three white, one green, and one pink, will be forwarded in a separate envelope to the State Office at the same time the applications are mailed under separate cover.

After receipt by the State Office of a shipment of applications and the related five copies of the transmittal sheet mailed under separate cover, the State Office will stamp "Received" and the date of receipt on the orange copy and return it immediately to the county office for filing.

After the shipment of applications has been audited in the State Office, the pink copy of the transmittal sheet will be returned to the county office, showing the suspended applications listed thereon, if any, and the date of transmittal to Washington of the approved applications. Suspended applications will be returned by the State Office to the county office with this pink copy.

D. Transmittal by the State Office to Washington (NER-Office Form 77).

When received in the State Office, the fourth (green) and the fifth (pink) copies of NER-Office Form 77 will be detached from the first three (white) copies. These two (green and pink) copies, retained intact with the carbon paper between, will follow the applications through the audit operations in the State Office. The three white copies will be kept intact as a separate set and filed in the State Office until the applications have been audited and are ready for transmittal to the Examining Section in Washington.

Space is provided on the fourth (green) copy in the column headed "For Use in State Office" for making a record of the State Office operations. The suspension of applications will be shown by drawing a line through the serial number and name of each such suspended application.

When the State Office audit has been completed, the number of applications which have been approved, the number suspended, and the number of no payment cases should be entered in the appropriate spaces on the green and pink copies. The sum of these entries will equal the total number of applications transmitted by the county office, as shown in the appropriate box at the top of the form.

Upon completion of the audit of applications in the State Office, all suspended applications will be shown on the first three white copies by drawing a line through the same serial numbers and names of applicants as have been lined out on the green copy of the transmittal sheet. The date of the transmittal by the State Office to Washington should be shown in the space provided therefor at the top of the form. The first transmittal of applications will be number 1, and succeeding shipments will be numbered in sequence until all applications have been transmitted, regardless of whether the applications are originals, supplementals, or suspensions.

The green and pink copies may then be separated, the green remaining in the State Office as a permanent record, and the pink copy being returned to the county office with suspended applications, if any, and showing the State transmittal number and the date on which approved applications were sent to Washington.

The third white copy will be returned to the State Office by the Examining Section as a receipt.

Issued February 17th with the approval of the Administrator of the Agricultural Adjustment Administration.

A. W. Manchester
Director, Northeast Division
Agricultural Adjustment Administration

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